

APPENDIX I  
JUVENILE COURT  
**Juvenile Court Face Sheet**

**CHILD INFORMATION:**

Name \_\_\_\_\_  
Last First Middle

Child also known as \_\_\_\_\_  
Last First Middle

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_

Birth City/State: \_\_\_\_\_

Before Removal of Child (if applicable):

Current Address \_\_\_\_\_ City/State \_\_\_\_\_

School and Grade: \_\_\_\_\_ School District: \_\_\_\_\_

**BIOLOGICAL PARENT INFORMATION:**

**Mother's Name**

\_\_\_\_\_  
Last First Middle

Also known as \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number/Street City/State Zip

Phone Number: \_\_\_\_\_ SSN: \_\_\_\_\_

DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Custody Type: \_\_\_\_\_  
(legal, shared parenting, shared custody)

Mother's Marital Status: \_\_\_\_\_ Interpreter Needed:  yes  no  
(married, divorced, never married, etc ...) Language: \_\_\_\_\_

**Father's Name**

\_\_\_\_\_  
Last First Middle

Also known as \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number/Street City/State Zip

Phone Number: \_\_\_\_\_ SSN: \_\_\_\_\_

DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Custody Type: \_\_\_\_\_  
(legal, shared parenting, shared custody)

Father's Marital Status: \_\_\_\_\_ Interpreter Needed:  yes  no  
(married, divorced, never married, etc ...) Language: \_\_\_\_\_

**CUSTODIAN:** (person with legal custody of the child other than biological parent)

Name \_\_\_\_\_  
Last First Middle

Also known as \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number/Street City/State Zip

Phone Number: \_\_\_\_\_ SSN: \_\_\_\_\_

DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Custody Type: \_\_\_\_\_  
(legal, shared parenting, shared custody)

Custodian's Marital Status: \_\_\_\_\_ Interpreter Needed:  yes  no  
(married, divorced, never married, etc ...)

Language: \_\_\_\_\_

**PERSON FILING COMPLAINT OR MOTION:**

Name \_\_\_\_\_  
Last First Middle

Also known as \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number/Street City/State Zip

Phone Number: \_\_\_\_\_ SSN: \_\_\_\_\_

DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Interpreter Needed:  yes  no  
(married, divorced, never married, etc ...)

Language: \_\_\_\_\_ Interpreter need for whom: \_\_\_\_\_

Legal Relationship to child: \_\_\_\_\_

**IN THE COURT OF COMMON PLEAS  
BUTLER COUNTY, OHIO  
JUVENILE COURT**

**Case Caption (Name of the Case)** \_\_\_\_\_

**Case No** \_\_\_\_\_

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**MOTION TO MODIFY A COURT ORDER**

(Motion Code # must be entered here, see Local Rules) **CODE:** \_\_\_\_\_

The name and date of birth of the child involved in this motion is:

NAME \_\_\_\_\_ DOB \_\_\_\_\_

Now comes (Your Name) \_\_\_\_\_ asking  
this court to modify its prior order issued on \_\_\_\_\_  
regarding the following: \_\_\_\_\_  
\_\_\_\_\_

The names and addresses of the parties to this action are as follows:

1. Your Name, \_\_\_\_\_  
Any maiden name or aliases by which you have been known: \_\_\_\_\_  
\_\_\_\_\_  
Your Address, \_\_\_\_\_  
Zip Code, \_\_\_\_\_  
Date of Birth, \_\_\_\_\_  
Telephone Number, \_\_\_\_\_  
School District where you reside, \_\_\_\_\_

2. Said child now resides at \_\_\_\_\_ which  
is located within the \_\_\_\_\_ school district in  
Butler County, Ohio.

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3. Said child's parents and custodians are identified as follows:

**Mother's Name:**

Mother's maiden name \_\_\_\_\_  
and/or aliases: \_\_\_\_\_  
Mother's Address: \_\_\_\_\_  
City, State, & Zip \_\_\_\_\_  
Mother's Phone No.: \_\_\_\_\_  
Mother's Date of Birth: \_\_\_\_\_  
School District where  
mother resides \_\_\_\_\_

**Father's Name:**

Father's name and/or aliases: \_\_\_\_\_  
Father's Address \_\_\_\_\_  
City, State, & Zip \_\_\_\_\_  
Father's Phone No.: \_\_\_\_\_  
Father's Date of Birth: \_\_\_\_\_  
School District where  
father resides: \_\_\_\_\_

**Custodian's Name:**

Custodian's maiden name \_\_\_\_\_  
and/or aliases: \_\_\_\_\_  
Custodian's Address: \_\_\_\_\_  
City, State, & Zip \_\_\_\_\_  
Custodian's Phone No.: \_\_\_\_\_  
Custodian's Date of Birth: \_\_\_\_\_  
School District where  
custodian resides \_\_\_\_\_

I am requesting the court to modify its prior order as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



IN THE COURT OF COMMON PLEAS  
JUVENILE COURT  
BUTLER COUNTY, OHIO

Case No. \_\_\_\_\_

REQUEST FOR SERVICE  
3109.27 O.R.C.

In Re: \_\_\_\_\_  
(Insert name of child here)

TO THE CLERK:

The undersigned complainant respectfully requests that you serve the following person(s) with a summons and a copy of the complaint as filed in this case by certified mail with return receipt requested and by ordinary mail.

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____

The undersigned complainant respectfully requests that you serve the following person(s) with a summons and a copy of the complaint as filed in this case by personal service by the sheriff's office.

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____

The undersigned complainant respectfully requests that you serve the following person(s) by publication. Affidavit(s) regarding this request are attached.

Name: \_\_\_\_\_  
Name: \_\_\_\_\_

Signed: \_\_\_\_\_  
Complainant

Court Date:

**IN THE COURT OF COMMON PLEAS  
JUVENILE COURT  
BUTLER COUNTY, OHIO**

Case No. \_\_\_\_\_

**Affidavit for Service by Publication**

Insert name of child here  
In Re: \_\_\_\_\_ DOB: \_\_\_\_\_

The movant \_\_\_\_\_, being duly sworn, states that the following information is true and accurate to the best of their knowledge, information, and belief.

1. That the law requires that the following person \_\_\_\_\_ must be served with notice of this proceeding.
2. That the last known address of the person to be served is \_\_\_\_\_
3. That, despite diligent efforts, the last known address of the person to be served could not be found. Those diligent efforts include: (Insert here a description of what was done to attempt to locate said person's last address, for example, contacts with parents, other relatives, searches of public records.) \_\_\_\_\_
4. That, despite diligent efforts, the current address of the person to be served could not be found. Those diligent efforts include: (Insert here a description of what was done to attempt to locate said person's last address, for example, contacts with parents, other relatives, searches of public records.) \_\_\_\_\_
5. That the names of the parents of the child are: \_\_\_\_\_ (mother) \_\_\_\_\_ (father).

\_\_\_\_\_  
Movant's Signature

The State of \_\_\_\_\_, \_\_\_\_\_, County.

\_\_\_\_\_, being first duly sworn, states that the statements contained in the foregoing affidavit are true to the best of his/her knowledge, information, and belief and that the execution of the foregoing consent and waiver is his/her voluntary act and deed.

Sworn to and subscribed before me on: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

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