

## INSTRUCTIONS FOR COMPLETING THE INFORMATION FOR PARENTING PROCEEDING AFFIDAVIT

These instructions will help you prepare the Information For Parenting Proceeding Affidavit. The Affidavit must be filed if you are requesting a parenting (custody) order in a Petition for a Domestic Violence Civil Protection Order. IF YOU ALREADY HAVE A DIVORCE OR DISSOLUTION CASE FILED, CUSTODY ISSUES WILL BE HANDLED IN THAT CASE, NOT THE DOMESTIC VIOLENCE CASE.

**FILLING OUT THE FORM: Check each instruction below after you read and complete it.**

- Print or type only.** Attach an additional page to the Affidavit for your answers if you need more room.
- At the top of the front page, fill in the names.** YOU are the “Petitioner”. The person you want protection from is the “Respondent”. Leave the Case No. and Judge lines blank for the Domestic Relations Court to complete. Fill in your name again as the “Affiant”.
- First Paragraph:** Fill in your legal name on the blank line.
- Paragraph 1:** Check this box if you wish your current address to remain confidential.
- Paragraph 2:** On the blank line fill in the number of children that are subject to this court case. For each table at the top write in the child’s name, place of birth, date of birth, sex, and address unless confidential. As you write on each line going across the table start with the length of time, the address unless confidential, the adult the child lived with at that time, and the relationship of that adult to the child. There are three tables. If you need more than three children that are subject to this court case, attach additional pages containing the requested information for each of those additional children.
- Paragraph 3:** Mark the box showing whether or not you have participated as party, witness, or in any capacity concerning any civil or criminal case regarding custody or visitation of any of the children that are subject to this court case. If you have been involved in such a case fill in the details requested in lines a, b, c, and d.
- Paragraph 4:** Mark the box showing whether or not you have any information concerning any case that could affect the current case including any case relating to custody, domestic violence and or protection orders, dependency, neglect, or abuse allegations or adoptions other than those listed in paragraph 3. If you do have such information, fill in the details requested in lines a, b, c, and d.
- Paragraph 5:** List the criminal background and history of yourself and members of your household including any convictions or guilty pleas of any offense resulting in a child being an abused or neglected child, any offense that is a violation of 2919.25, any sexually oriented offense defined by Revised Code 2950.01, and any offense involving a victim who was a family or household member at the time of the offense and caused physical harm to the victim during commission of the offense.
- Paragraph 6:** Check the first box if you do not know of any person not a party to this case who has physical custody or claims to have custody or visitation rights with respect to any child subject to this case. Check the second box if you do know anyone who is not a party to this case who has physical custody or claims to have custody or visitation rights with respect to any child subject to this case. If you check the second box you will fill in the required information of each person that you know who is not party to this case who has physical custody or claims to have custody or visitation rights with respect to any child subject to this case.
- Paragraph 7:** You have an ongoing duty to notify the court of any custody, visitation, parenting time, divorce, dissolution of marriage, separation, neglect, abuse, dependency, guardianship, parentage, termination of parental rights, or domestic violence case concerning the children that are subject to this case.

**SIGNING THE FORM:** AFTER YOU HAVE FILLED OUT THE FORM, TAKE THE FORM TO THE BUTLER COUNTY DOMESTIC RELATIONS COURT OR TO A NOTARY PUBLIC TO HAVE YOUR SIGNATURE NOTARIZED. ***DO NOT SIGN THE FORM UNLESS YOU ARE IN FRONT OF A NOTARY PUBLIC.***