

## NOTICE AND DISCLAIMER

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The attached complaint form is provided to you as a public service by the Butler County Juvenile Court. Although you may use this form and represent yourself in this action, you are cautioned that if you choose to do so, you are proceeding **at your own risk**. The Butler County Juvenile Court does not and cannot warrant that the enclosed form will be legally sufficient for use in any particular circumstance. The staff members of the Juvenile Court are not attorneys and cannot provide you with legal advice. If you have concerns or questions regarding this or any legal action your legal rights or your responsibilities, you should consult with an attorney.

If you do not agree with the decision of the CSEA regarding the mutually agreed termination of or forgiveness of child support you have the right to request a court hearing by filing an appropriate complaint with the Juvenile Court. Counsel for the CSEA will be present for your hearing. The CSEA may, through counsel, oppose your complaint. In order to protect your interests fully, you may wish to retain an attorney.

### INSTRUCTIONS FOR COMPLETION OF FORM COMPLAINT

1. You are the plaintiff. Fill in your complete name in the blank spaces provided for the plaintiff's name. The defendant is the other party or person involved in the case (usually the other parent of the child in question). Fill in the defendant's name in the appropriate space. Fill in the child's name and date of birth where requested. You must file separate complaints on each child.
2. Leave the case number space blank, it will be filled in by the clerk for the Juvenile Court.
3. Check the box which applies to your case. Leave the lines under the heading NOTICE OF HEARING blank. They will be filled in by the clerk.
4. In the last section marked TO THE CLERK, put the complete name and address of the defendant and YOUR COMPLETE NAME AND ADDRESS in the spaces provided.
5. ATTACH a copy of the administrative order issued by the CSEA to the completed form complaint and take those documents to the Juvenile Court at 280 North Fair Avenue in Hamilton, Ohio and go to the information window. The clerk will make copies of your complaint and will return a file-stamped copy to you. You will receive notice from the court as to the time and date of your hearing.
6. You will be required to pay a filing fee regarding each complaint that you file. The clerk can advise you regarding the amount of the filing fee.

## Terms and Conditions

The person using (hereinafter referred to as “the user”) the forms, information, and instructions provided by the Juvenile Court acknowledges and agrees by the use of said forms to the following terms and conditions without limitation.

1. The forms and information provided by the Juvenile Court are not legal advice and are not intended to be a substitute for legal advice. The user understands that these forms, information, and instructions are provided as a public service by the Butler County Juvenile Court. **Although the user may use these forms and may represent himself or herself in court, the user acknowledges and understands that if he or she chooses to do so, the user proceeds at his or her own risk.**
2. The user agrees to release and hold harmless The Butler County Commissioners, the Judges of the Butler County Juvenile Court, The Butler County Court of Common Pleas, The Butler County Juvenile Court, and all magistrates, administrators, employees, agents, assigns, or representatives of the aforementioned entities from any and all liability for any and all damages, injuries, or losses which might arise as a result of using the forms, information, and instructions provided by the Juvenile Court.
3. The user agrees that he or she will use the forms, information, and instructions provided by the Juvenile Court solely for his or her personal use. The user agrees that he or she will not provide, use, or prepare the forms, information, and instructions provided by the Juvenile Court to or for any other person, individual, or entity unless otherwise authorized by law. The user agrees, further, that he or she will not provide, use, or prepare the forms, information, and instructions provided by the Juvenile Court to assist any person, individual or entity in the unauthorized practice of law. The user agrees to indemnify and to hold harmless the Butler County Commissioners, the Judges of the Butler County Juvenile Court, The Butler County Court of Common Pleas, The Butler County Juvenile Court, and all magistrates, administrators, employees, agents, assigns, or representatives of the aforementioned entities regarding the use or dissemination of the forms, information, and instructions provided by the Juvenile Court.
4. The Butler County Juvenile Court does not and cannot warrant that the forms, information, and instructions provided by the Juvenile Court will be legally sufficient for use for the user’s particular circumstances.
5. **Filing fees are not refundable. This is true even if court staff approves your filing and your case is dismissed for any reason.**
6. The user is advised that the employees of this court **are not** qualified to provide the user or any other person with legal advice and **cannot** provide the user or any other person with legal advice. The Butler County Juvenile Court does not and cannot warrant that any guidance or information provided in the forms, information, and instructions provided by the Juvenile Court or by the staff of the Butler County Juvenile Court will be accurate or ultimately acceptable by the court.

7. The user understands that even if the he or she uses and/or completes the forms provided by the Juvenile Court in full compliance with any and all instructions and information provided by the Juvenile Court or by the staff of the Juvenile Court, the court may not grant the relief that the user seeks. The user understands and acknowledges that such a denial of relief may, in whole or in part, be based upon defects in the forms, information, and instructions provided by the Juvenile Court or the staff of the Juvenile Court. The user understands and acknowledges that if the user has concerns regarding his or her legal situation, his or her legal rights, or his or her legal responsibilities that the user should not rely upon the forms, information, and instructions provided by the Juvenile Court or upon the information provided by the staff of the Juvenile Court. In such circumstances, the user understands and acknowledges that the user should consult with a qualified attorney.
  
8. Many documents made available by this court must be notarized. That means that the user must state that they are true under oath. If any person submits a material false statement on a notarized form that is presented to the court, this court has a duty to refer the matter to the criminal division of the office of the prosecuting attorney. If you make a false statement under oath you may be prosecuted for perjury. Perjury, under Ohio Law, is a felony.



**NOTE:**

Complete this area of the document if someone **OTHER** than the biological parents have custody of the child.

**Custodian Name** – Print last name, first name and middle initial

**AKA** – Note if custodian has any other name

**Address** – Print custodian’s street number, street name, city, state and zip code

**Phone Number** - Print custodian’s phone number where he/she can be contacted **SSN** – Print custodian’s social security number

**DOB** – Print custodian’s date of birth **Gender** - Print gender **Race** – Print race **Custody type** –Print the type of custody the custodian currently holds if any (temporary or legal)

**Custodian’s marital status** – Print current marital status **Interpreter needed** – Checkmark if an interpreter is required

**Language** – If the checkmark for interpreter was mark, please print which language Interpreter needed for whom –

**Person Requesting Custody**

**Name** – Print your last name, first name and middle initial

**AKA** – Note if you go by any other name

**Address** – Print your street number, street name, city, state and zip code

**Phone Number** - Print your phone number where she can be contacted **SSN**– Print your social security number

**DOB** – Print your date of birth **Gender** - Print your gender **Race** – Print your race

**Custody type** – Print the type of custody the you hold, if any (legal, shared parenting, shared custody)

**Marital status** – Print your current marital status **Interpreter needed** – Checkmark if an interpreter is required

**Language** – If the checkmark for interpreter was mark, please print which language

**Legal Relationship to child** – Print the relationship to child

**Note: If you are not legally related (related by blood or adoption) to the child you must obtain a home study. You may obtain a home study from any licensed psychologist, psychiatrist, licensed independent social worker.**