

**NOTICE**

- This form has been provided to you as a public service by the Butler County Juvenile Court.
- Although you may use this form and represent yourself in this case, you are cautioned that **if you choose to do so, you are continuing at your own risk.**
- If you have questions regarding this case, your legal rights, or your responsibilities, you are advised to contact an attorney.
- This form is to be used when you want the court to modify a previously issued order. If there is no case on file in this court relating to the child involved, you cannot file this motion.

**INSTRUCTIONS FOR FILING FORM**

- You must complete the forms before you file them. Other than telling you the time and date of the hearing, the clerk staff will **NOT** help you in completing the forms.
- You **WILL NEED** a separate motion for each child.
- A filing fee (for each motion) for court costs **MUST** accompany each motion.
- A completed Appendix I (Juvenile Court Face Sheet) must be completed and submitted for each child.
- Incomplete, soiled, damaged, or illegible forms may be rejected. Forms that are incomplete may be rejected.
- Form should be neatly typed or printed in black ink. Forms filled out in colored ink or pencil may be rejected because they can not be adequately scanned.
- You must bring the original packet to be filed with the Clerk and copies of all documents for each party on the case: one copy for you to retain for your records and a copy for each additional party on the case.

**ATTENDANCE AT THE HEARING**

You must attend the initial hearing and all additional hearings regarding your request. Do not bring the child to any hearing unless ordered to do so by the court.

**CHILD SUPPORT**

There are no forms enclosed in this packet for child support.

If you wish to have the court consider any issues having to do with child support, you must make a specific request. The easiest way to do this is to request the service of the Child Support Enforcement Agency (CSEA) on the eighth floor of the Butler County Government Services Center at 315 High Street, Hamilton, Ohio, after you are granted custody. CSEA can provide you, as the custodian, with assistance in establishing and enforcing child support.

# BUTLER COUNTY COURT of COMMON PLEAS

JUVENILE DIVISION  
280 NORTH FAIR AVENUE  
HAMILTON, OHIO 45011

## Motion Code List

100	Motion to Admit Evidence	490	Motion to Adopt Agreed Order
110	Motion to Appoint GAL	500	Motion for Amended Birth Record/Name Change
120	Motion to Appoint Process Server	510	Motion for Confidential Address
130	Motion to Change Venue	520	Motion for Contempt - Child Support
140	Motion for Clarification	530	Motion for Emergency (ExParte) Order/Hearing
150	Motion to Compel/Demand Discovery	540	Motion to Escrow Child Support
160	Motion for Competency	550	Motion for In Camera Interview
170	Motion for Contempt	560	Motion for Judicial Mistake of Fact Hearing
180	Motion for Continuance	570	Motion for Legal Custody/Parenting Provision
190	Motion for Default Judgment	580	Motion for Lump Sum Judgment - Child Support
200	Motion to Dismiss	590	Motion for Mediation
210	Motion to Disqualify Counsel/GAL	600	Motion to Modify Custody/Shared Parenting
220	Motion to Extend Time	610	Motion to Modify Support Order
230	Motion for Fees	620	Motion to Modify Visitation
240	Motion for Findings of Fact/Conclusions of Law	630	Motion for Paternity/Parentage
250	Motion for Imposition of Sentence	640	Motion for Permanent Custody
260	Motion to Intervene/Join Party	650	Motion for Planned Permanent Living Arrangement
270	Motion in Limine	660	Motion to Restrict/Prohibit Relocation of Children
280	Motion to Merge/Consolidate	670	Motion to Restrict/Suspend Visitation
290	Motion to Mitigate - Sentence/Contempt/Sanction/Etc	680	Motion for Shared Parenting
300	Motion for New Trial	690	Motion for Support
310	Motion for Psychological Evaluation	700	Motion for Tax Exemption
320	Motion to Quash Subpoena - Documents	710	Motion for Temporary Custody
330	Motion to Quash Subpoena - Other	720	Motion to Terminate Shared Parenting Plan
340	Motion for Reclassification	730	Motion for Visitation
350	Motion to Recuse Judge/Magistrate		
360	Motion to Release Belongings	750	Motion to Grant Driving Privileges
370	Motion for Relief from Judgment	760	Motion for Jury Demand
380	Motion for Restitution Hearing	770	Motion to Seal/Expunge
390	Motion to Review		
400	Motion to Set Aside Magistrate's Order	800	Objection to Administrative Orders
410	Motion for Stay	810	Objection to Admissibility of Document
420	Motion to Strike	820	Objection to Decision of Magistrate
430	Motion to Suppress	830	Objection to Notice of Intent to Relocate
440	Motion for Transcript	840	Objection to Registration of UIFSA/UCCJEA
450	Motion to Transport Prisoner/Juvenile		
460	Motion to Waive Court Costs	850	Petition to Adopt Administrative Orders
470	Motion to Withdraw		
480	Motion to Withdraw Plea		

APPENDIX I - Juvenile Court Face Sheet

INSTRUCTIONS FOR COMPLETING FORMS

CHILD INFORMATION

**Name:** Print child's last name, first name and middle initial

**AKA:** Note if child has any other names

**SS:** Print child's social security number    **DOB:** Print child's date of birth    **Gender:** Print child's gender

**Race:** Print child's race

**Birth City/State:** Print the city and state child was born

**Current Address:** Print street number and name where child resides    **City/State:** print city and state where child resides

**School and Grade:** Print current school and grade    **School District:** print name of school district

BIOLOGICAL PARENT

**Mother's Name:** Print mother's last name, first name and middle initial

**AKA:** Note if mother has any other name such as maiden name or common nickname.

**Address:** Print mother's street number, street name, city, state and zip code

**Phone Number:** Print mother's phone number where she can be contacted    **SSN:** Print mother's social security number

**DOB:** Print mother's date of birth    **Gender:** Female    **Race:** Print mother's race

**Custody type:** Print the type of custody the mother currently hold (legal, shared parenting, shared custody)

**Mother's marital status:** Print current marital status    **Interpreter needed:** Checkmark if an interpreter is required

**Language:** If the checkmark for interpreter was marked, print which language in which interpreter needs to be fluent.

**Father's Name:** Print father's last name, first name and middle initial

**AKA:** Note if father has any other name such as common nickname

**Address:** Print father's street number, street name, city, state and zip code

**Phone Number:** Print father's phone number where he can be contacted    **SSN:** Print father's social security number

**DOB:** Print father's date of birth    **Gender:** Male    **Race:** Print father's race

**Custody type:** Print the type of custody the father currently hold (legal, shared parenting, shared custody)

**Father's marital status:** Print current marital status    **Interpreter needed:** Checkmark if an interpreter is required

**Language:** If the checkmark for interpreter was marked, print which language in which interpreter needs to be fluent.

**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 such as maiden name or common nickname

**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 marked, please print which language the interpreter needs to be fluent. **Interpreter needed for whom:** If the interpreter area is completed, print the first and last name of the person who is in need of an interpreter.

**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.**

## MOTION TO MODIFY A COURT ORDER

### INSTRUCTIONS FOR COMPLETING FORMS

**Case Number:** Case Number is located on previous orders issued by the court regarding the child. The clerk can help you find the case number if you need assistance.

**Case Caption: (name of the case)** You should be able to find the name of the case on child custody, visitation, protection orders, abused child, neglected child, and dependent child cases most cases are usually captioned as "In the Matter of: Child's Name." Some child custody, parentage (paternity) and Support cases are captioned "Plaintiff's Name vs. Defendant's Name." If you are filing this motion on a delinquent child, unruly child, or juvenile traffic offender case the caption is usually "In Re:". The clerk can give you assistance if you cannot find the name of the case.

**Code:** Print the appropriate motion code. You **MUST** have a motion code noted. Modification options are: 600 – Motion to Modify Custody/Shared Parenting. 610 – Motion to Modify Support. 620 – Motion to Modify Visitation.

**Name:** Print the child's name on the form. **DOB:** Print the child's Date of Birth on the form

**Your Name:** Print your first and last name on the form. Type of order being requested - Print the type of order that you want the court to order on the form in the space provided. DO NOT insert details.

1) **Your Name:** Print your Name on the form.

**Maiden Names or Aliases:** Print any other names that you are known as.

**Your address:** Print your address on the form

**Zip Code:** Print your zip code on the form.

**Date of Birth:** Print your date of birth on the form.

**Telephone Number:** Print your telephone number including area code and any other numbers where you can be contacted.

**School District:** Print the school district that you reside in on the form.

2. **Child resides:** Print Address where child is currently living and print name of School District child is attending

3. **Print:** Mother's first and last name and maiden name (if applicable), Address, Zip Code, Telephone Number, Date of Birth, and School District. If you are the mother and you are filing the motion, you may print "Same as the Movant" in this space on the form.

**Print:** Father's first and last name and alias (if applicable), Address, Zip Code, Telephone Number, Date of Birth, and School District. If you are the father and you are filing the motion, you may print "Same as the Movant" in this space on the form.

**Print:** Custodian's first and last name, Address, Zip Code, Telephone Number, Date of Birth, and School District. If the custodian is the mother, you may print "Mother is Custodian" in this space on the form. If the custodian is the father, you may print "Father is Custodian" in this space on the form.

On the line that asks for your **reasons for requesting this order**, you should print a short explanation of why you are asking for a court order. NOTE: If you allege that you are requesting a court order due to concerns that legally could be defined as **child neglect or abuse**, this court may **order** that the Butler County Children Services Agency conduct an investigation regarding the child and your complaint prior to the issuance of any order.

**If you believe that the child in question is in danger, you should not use this form and you should immediately contact the Butler County Children Services Agency at 513-887-4026 (weekdays), 513-868-0888 (weekends), or at 1-800-325-2685 (toll-free).**

**I am requesting the court to issue this order:** Print what order or orders you are requesting if your motion is granted on the form. Be specific and state exactly what you want the order to do or say. If you do not specify the order or orders or if order or orders you are requesting cannot legally be granted, your motion may be dismissed with or without a hearing.

**The reason that I want the court to issue the order:-** Print your reasons as to why the order should be issued on your request. If you do not specify your reasons or if your reasons are legally insufficient to justify the order you are requesting, your motion may be dismissed with or without a hearing.

**Your Signature:** Sign the Form.

**Notice of Hearing:** This is completed by a deputy clerk.

## REQUEST FOR SERVICE

### NOTICE

- Unless you have obtained the consent of the parents and any legal custodian of the child (see: CONSENT TO CHANGE IN CUSTODY) legal notice of this case must be served on the persons who have not signed the consent forms.
- If a person who must be served is deceased you should write "deceased" on the appropriate line on the MOTION form. (For example, if the father of the child is deceased, write "deceased" on the line next to the words "Father's Name:.")
- If you do not know where one or both of the parents live and you cannot find out their address from their family, friends or from other public information services (phone books, city directories etc.) you must serve them with notice by publication. In order to do this, you should ask for an AFFIDAVIT FOR SERVICE BY PUBLICATION from the clerk's office.
- If you do not know the identity of one of the parents, you must serve that unknown parent and you must insert that information in the AFFIDAVIT FOR SERVICE BY PUBLICATION. (For example, if you do not know the identity of the father, on the affidavit after the words "following person" insert the words "unknown father.") You will need to complete that form, *including a description of what you have done to find the person*, have it notarized, and return it to the clerk's office with the rest of your papers when you file your case.

### INSTRUCTIONS FOR COMPLETING FORM

**Case No.** – Print Case number

**In re** – Print First and last name of child

**To the Clerk** - This area is asking the clerk to serve a party with a copy of the complaint/motion.

- If the party lives outside of Butler County, service **MUST BE ISSUED** by certified and ordinary mail. The Butler County Sheriff Department does not complete service outside of Butler County.
- If the party lives in Butler County, service can be issued by certified and ordinary mail or by personal service through the Butler County Sheriff Department.
- You **MUST** note the type of service by completing each person's name and complete address (including zip code) in the proper area
- All parties must be served

The Under signed - **Certified Mail and ordinary mail (mandatory if the person lives outside of Butler County)**

**Name** – Print first and last name of person to be served

**Address** – Print entire address including street number and name city, state, zip

The Undersigned – **personal service by the Butler County Sheriff**

**Name** – Print first and last name of each person to be served

**Address** – Print entire address including street number and name city, state, zip

The Undersigned – **service by publication**

**Name** – Print first and last name of each person to be served by publication (announcement in the newspaper)

Court date – Clerk will complete

**Signed:** Sign your first and last name

## **AFFIDAVIT FOR PUBLICATION**

### **NOTICE**

- If you do not know the identity of one of the parents, you must serve that unknown parent and you must insert that information in the AFFIDAVIT FOR SERVICE BY PUBLICATION. (For example, if you do not know the identity of the father, on the affidavit after the words "following person" insert the words "unknown father.") You will need to complete that form, *including a description of what you have done to find the person*, have it notarized, and return it to the clerk's office with the rest of your papers when you file your case.

### **INSTRUCTIONS FOR COMPLETING FORM**

**Case No.** – Print Case number

**In re** – Print First and last name of child    **DOB** – Print date of birth of child

**The Complainant** – Print your first and last name

1. **Print First and last name** of parent you are unable to locate
2. **Print the last known address** (street number, street, city, state, and zip code)
3. **Print an explanation** of the efforts you have made to try to contact the person you are requesting publication
4. Complete this same as #3 if publication is required for a second person
5. **Print mother and father's** first and last name

**Complainant's Signature** – Sign your name **in front** of a Notary Public

**The State of** – This area is to be completed by a Notary Public.

**Note:** a) If the affidavit is not notarized, it **WILL NOT** be accepted. b) If the affidavit has been notarized more than 30 days before submitting to the Clerk's Office, the packet **WILL NOT** be accepted. The Clerk's Office **DOES NOT** notarize these forms.