

**Ohio Revised Code Sections 2101.41 and 2101.99(C) states: The Judge, Magistrate and Deputy Clerks are prohibited by law from giving legal advise or assistance in preparing forms or other matters that come before the Juvenile Court.**

**(Please contact an attorney for further assistance)**

### **CUSTODY**

- Filing must be where child resides (child must reside 90 days in Delaware County and 6 months in the State of Ohio).
- If divorced, filing must be addressed where custody was established.
- If there is an existing case in Delaware County, a motion and custody affidavit is to be filed.
- Complete names and complete addresses are to be included with filing.
- If there is no existing case, a custody complaint and affidavit must be filed
- If custody is requested to be placed with a non-parent, a background check is to be completed on the party to whom custody is to be placed. A \$30.00 fee is to be paid before the background check can be completed.
- Mediation is to be completed with all custody filings prior to hearing. A \$50.00 fee per party is required before mediation.
- A mediation form must be completed.
- Filing fee of \$100.00 is due at the time of filing.
- If another court has jurisdiction over the subject matter, you must return to that court.

**(Failure to file in the proper jurisdiction may result in dismissal of case and loss of filing fee)**

### **VISITATION**

- Child must reside in Delaware County (90 days in Delaware County and 6 months in the State of Ohio).
- File Complaint for Visitation and custody affidavit
- Complete names and complete addresses are to be included with filing.
- If there is an existing case, filing can be done in that case with a motion and affidavit.
- Mediation is to be completed with all custody filings prior to hearing. A \$50.00 fee per party is required before mediation.
- A mediation form must be completed.
- Filing fee of \$100.00 is due at the time of filing.
- If another court has jurisdiction over the subject matter, you must return that court.

**(Failure to file in the proper jurisdiction may result in dismissal of case and loss of filing fee)**

### **SUPPORT**

- When Objecting to Administrative Child Support Order, a Motion Objecting to Administrative Order must be filed with the Court within your objection time, with administrative order attached.
- Review of Child Support, Modification of Child Support or Termination of Child Support-contact the CSEA-140 N. Sandusky St., Delaware, Ohio-740-833-2720. If you are not within your review period, you must file a motion with the Court.
- Initial filing for child support-go through CSEA. If a case already exists, the appropriate paperwork must be filed.

### **PATERNITY**

- When objecting to the Administrative Paternity Order, a Motion Objecting to the Order must be filed with the Court within your objection time, with the administrative order attached.
- Genetic testing may be requested in an existing case or if no case exists, a new Complaint with the appropriate filing fee. The parties may be required to pay the costs of the genetic testing. Filing fee of \$100.00 is due at the time of filing.

**Parenting Time schedule is available.  
Notice of Relocation/Change of Address is available.**