

**Morrow County Supplemental Forms**  
**Modifying Parental Rights and Responsibilities and/or Parenting Time**  
*or*  
**Modifying Child Support, Medical Support, Tax Exemptions, and Other Expenses**  
*or*  
**Contempt/Show Cause**

This packet is for persons seeking help with any of the following situations in Morrow County:

1. Filing a Motion to Modify Parental Rights and Responsibilities (Custody)
2. Filing a Motion to Modify Parenting Time (Visitation)
3. Filing a Motion to Modify Child Support, Medical Support, Tax Exemption, or other Child Related Expenses
4. Filing a Motion for Contempt/Show Cause
5. Defending Against a Complaint for Parental Rights and Responsibilities (Custody)
6. Defending Against a Motion to Modify Parental Rights and Responsibilities (Custody) and/or Parenting Time (Visitation)

We suggest you read these instruction pages completely before starting to complete the included forms.

You are receiving a packet of documents to file in Court, pro se, to file in Court or defend an existing motion/case. Pro se means you will complete these documents on your own, file them, and represent yourself. Please note that this packet is intended to help you comply with the local rule requirements of the Common Pleas Court of Morrow County, Domestic Relations Division and the Morrow County Juvenile Court at the time this packet was created. The Local Rules may change and you may want to check the local rules, at <http://commonpleas.morrowcountyohio.gov/index.php/2012-11-20-02-38-33/domestic-relations-rules> and <http://commonpleas.morrowcountyohio.gov/index.php/2012-11-20-02-38-33/juvenile-rules> before you file. You will need another packet with Ohio Supreme Court Forms, in addition to this packet of forms, to file or defend a motion/case. Please make sure you have both packets of forms before you file.

Your case may have been filed in the Common Pleas Court of Morrow County, Domestic Relations Division or the Morrow County Juvenile Court. If the case originated as a divorce and/or you were married to the other parent, it was probably filed in the Domestic Relations Division. If the case was started when the parents were not married it is probably filed in the Juvenile Court.

Both Clerk of Courts are located in the Common Pleas Court of Morrow County, 48 E. High St., Mount Gilead, Ohio. The Juvenile Clerk of Court is located on the third floor and the Domestic Relations Clerk of Court is located on the first floor. We suggest you bring copies when you file. Copies should be made after you have the documents fully completed and notarized. You should bring three (3) copies of every filing. If you do not have copies made, the Clerk will make copies at a charge to you. We do not know what this charge will be. We suggest you keep a copy of everything you file, and everything the other parent files, with your important papers.

**CAUTION: Divorce and custody affect important rights and involve difficult legal concepts. If you can afford an attorney, it would be reckless to proceed without one.**

Remember, the other parent's attorney does not represent you and you should not rely upon them for advice or explanations.

By providing these forms, the Legal Aid Society of Columbus and the attorneys who are on its staff have **NOT** agreed to represent you and **WILL NOT** be available to answer your questions regarding these forms.

Forms & Information Needed to File in Morrow County	
Form Name	Purpose
<b>Classification Form</b>	This form is required only if you are filing a motion, not if you are defending a motion. Provide the requested information to the best of your ability. Write the words "pro se" by Ohio Supreme Court Registration Number and Trial Attorney. Most commonly, if you are filing in the Domestic Relations Division because the child's parents are/were married, you will place an "X" by "Change of Custody," "Visitation Enforcement/Modification," or "Support Enforcement/Modification." Most commonly, if you are filing in the Juvenile Court because the children's parents were not married, you can check "Other Civil" and handwrite the type of action next to it.
<b>Duty to Keep Court Advised of Address Form</b>	This form is recommended if you are filing your own motion, but not required. Complete the blank sections and attach a copy to the Motion you complete from the Ohio Supreme Court forms packet. Read this Notice carefully. It outlines your duty to keep the Court informed of your address during the case.

IN THE COURT OF COMMON PLEAS OF MORROW COUNTY, OHIO  
CLASSIFICATION FORM

CASE NO. \_\_\_\_\_

CASE NAME: \_\_\_\_\_

PLEASE INDICATE CLASSIFICATION INTO WHICH THIS CASE FALLS:

**CIVIL**

- ☐ Professional Tort
- ☐ Product Liability
- ☐ Other Torts
- ☐ Workers Compensation
- ☐ Foreclosure
- ☐ Administrative Appeal
- ☐ Complex Litigation
- ☐ Other Civil

A  
B  
C  
D  
E  
F  
G  
H

**DOMESTIC RELATIONS**

- ☐ Termination of Marriage, with children
- ☐ Termination of Marriage, no children
- ☐ Dissolution of Marriage, with children
- ☐ Dissolution of Marriage, no children
- ☐ Change of Custody
- ☐ Visitation Enforcement/Modification
- ☐ Support Enforcement/Modification
- ☐ Domestic Violence
- ☐ U.I.F.S.A.
- ☐ All Others

A  
B  
C  
D  
E  
F  
G  
H  
I  
J

PLEASE PRINT OR TYPE THE INFORMATION REQUESTED BELOW

Date: \_\_\_\_\_

Trial Attorney \_\_\_\_\_

Ohio Supreme Court

Registration No.: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

## DUTY TO KEEP COURT ADVISED OF ADDRESS

During the pendency of any case or Motion, all Notices directed to a Party to the case will be sent to the address the Party has listed upon the Complaint, Petition or Motion. All Parties to a case not represented by an attorney, must, during the pendency of the case advise the Court, in writing, of his or her address if the address is different than that listed upon the Complaint, Petition or Motion or if the address otherwise changes during the pendency of the case. Failure to do so may result in Hearings being had and relief granted in default of a Party's appearance.

A copy of this Rule shall be served with all Complaints, Petitions and Motion filed on or after May 1, 2003.

The Form contained herein may be used to comply with this Rule and should be sent or delivered to the Clerk of the Court of Common Pleas of Morrow County, Ohio, 48 East High St., Mt Gilead, OH 43338. Additional copies of this Form may be obtained from the Clerk.

TO THE CLERK OF THE COURT OF COMMON PLEAS OF Morrow, OHIO:

REGARDING CASE NAME: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

Now comes \_\_\_\_\_, the \_\_\_\_\_ herein, and advises the

Court that my addresses are as follows:

Residence address:	Mailing address, if different
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_____	_____
_____	_____
_____	_____