

Union 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 Union 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 Union County, Domestic Relations Division and the Union 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 <https://www.unioncountyohio.gov/localrules> and <https://www.unioncountyohio.gov/Juvenile-Rules-of-Court/> 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 Union County, Domestic Relations Division or the Union 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.

Regardless, when you have completed the forms in this packet and the Ohio Supreme Court forms you are ready to file at the Clerk of Courts. The Clerk of Court is located in the Common Pleas Court of Union County, 215 W. Fifth St., Marysville, Ohio. 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 Union County	
Form Name	Purpose
Classification Form	This form may be required. If you are filing a Motion in a case in the Domestic Relations Division, you will want to complete this form. Provide the requested information to the best of your ability. Write the words "pro se" by Ohio Supreme Court Registration Number and Trial Attorney. In most cases you will place an "X" by "Change of Custody," "Visitation Enforcement/Modification," or "Support Enforcement/Modification."
Duty to Keep Court Advised of Address Form	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.

CLASSIFICATION FORM

CASE NO. _____

CASE NAME: _____

Please Indicate Classification Into Which This Case Falls:

CIVIL

DOMESTIC RELATIONS

- | | |
|--|---|
| <input type="checkbox"/>) PROFESSIONAL TORT...A | <input type="checkbox"/>) TERMINATION OF MARRIAGE W/CHILDREN..A |
| <input type="checkbox"/>) PRODUCT LIABILITY...B | <input type="checkbox"/>) TERMINATION OF MARRIAGE N/CHILDREN..B |
| <input type="checkbox"/>) OTHER TORTS.....C | <input type="checkbox"/>) DISSOLUTION OF MARRIAGE W/CHILDREN..C |
| <input type="checkbox"/>) WORKERS COMP.....D | <input type="checkbox"/>) DISSOLUTION OF MARRIAGE N/CHILDREN..D |
| <input type="checkbox"/>) FORECLOSURE.....E | <input type="checkbox"/>) CHANGE OF CUSTODY.....E |
| <input type="checkbox"/>) ADMIN. APPEAL.....F | <input type="checkbox"/>) VISITATION ENFORCEMENT/MODIFICATION..F |
| <input type="checkbox"/>) COMPLEX LITIGATION..G | <input type="checkbox"/>) SUPPORT ENFORCEMENT/MODIFICATION....G |
| <input type="checkbox"/>) OTHER CIVIL.....H | <input type="checkbox"/>) DOMESTIC VIOLENCE.....H |
| | <input type="checkbox"/>) U.R.E.S.A.....I |
| | <input type="checkbox"/>) ALL OTHERS.....K |

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.

The Form contained herein may be used to comply with this Rule and should be sent or delivered to the Union County Court of Common Pleas, Domestic Relation Division, 215 West Fifth St., Marysville, Ohio 43040. .

TO THE COURT OF COMMON PLEAS OF UNION COUNTY, DOMESTIC RELATION DIVISION:

REGARDING CASE NAME: _____

CASE NUMBER: _____

Now comes _____, the

Plaintiff/Petitioner/Defendant/Respondent (please circle)

herein, and advises the Court that my addresses are as

follows:

Residence address:

Mailing address, if different
