

**Marion 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 Marion 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 of 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 Marion County Family Court at the time this packet was created. The Local Rules may change and you may want to check the local rules, at <http://www.co.marion.oh.us/familycourt/> 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.

When you have completed the forms in this packet and the Ohio Supreme Court forms you are ready to file at the Clerk of Court. The Clerk of Court is located at the Marion County Family Court Clerk of Court, located in the County Administrative Building, 222 W. Center St., Marion, Ohio. The Clerk of Court is located downstairs. 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 Marion County |  |
|---|--|
| Form Name   | Purpose  |
| <b>Case Designation Form</b>                        | This form is required only if you are filing your own motion. You do not need to file this form if you are only defending a motion. Provide the requested information to the best of your ability. If you do not know something, write "unknown." In most cases you will place an "X" by one of the following situations:<br><ol style="list-style-type: none"> <li>1. "G-Custody, Change of Custody visitation (Juv)"</li> <li>2. "H-Support Enforcement or modification"</li> <li>3. "E-Change of custody (DR)"</li> <li>4. "F-Visitation Enforcement/Modification"</li> <li>5. "G-Support Enforcement or modification"</li> </ol> |
| <b>Duty to Keep Court Advised of Address Form</b>   | This form is required only if you file your own motion. You do not need to file this form if you are only defending a motion. 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.   |
| <b>Notice of Hearing</b>                            | This form is required. You cannot complete it until the Clerk of Court gives you a hearing date in your case. Complete what you can and take this when you file and ask the Clerk of Court for a hearing date. You may also be asked to leave it at the Court and pick it up later.  |
| <b>Going It Alone: A Guide To Pro Se Filings</b>    | <b><i>Do NOT file this with your other paperwork.</i></b> This is an informational brochure put together by the Marion Family Court about filing a case pro se, meaning without an attorney.   |
| <b>Marion Family Court Letter</b>                   | <b><i>Do NOT file this with your other paperwork.</i></b> This is an informational letter put together by the Marion Family Court about filing a case pro se, meaning without an attorney.   |
| <b>List of Local Attorneys</b>                      | <b><i>Do NOT file this with your other paperwork.</i></b> This is a list of local attorneys, their addresses, and phone number. It was up to date at the time it was created. We cannot guarantee that these attorneys still practice law or currently accept cases. New attorneys may have also started to practice law in the area. We encourage you to research carefully for the best attorney for you.  |
| <b>Addendum</b>                                     | <b><i>Do NOT file this with your other paperwork.</i></b> This is an addendum with required child support notices. By law, these notices must be attached to a final judgment entry. The Court may request you complete a Judgement Entry and you should attach this form to the entry.  |

IN THE COURT OF COMMON PLEAS FOR MARION COUNTY, OHIO  
FAMILY DIVISION

IN RE: \_\_\_\_\_ : CASE NO: \_\_\_\_\_  
CHILD: \_\_\_\_\_  
D.O.B. \_\_\_\_\_ :  
SSN: \_\_\_\_\_ JUDGE \_\_\_\_\_  
: \_\_\_\_\_  
: MAGISTRATE \_\_\_\_\_  
: \_\_\_\_\_

Plaintiff/Petitioner/Movant \_\_\_\_\_  
Address \_\_\_\_\_ :  
City, State, Zip \_\_\_\_\_  
D.O.B. \_\_\_\_\_ : **CASE DESIGNATION FORM**  
SSN \_\_\_\_\_  
: \_\_\_\_\_

Defendant/Petitioner \_\_\_\_\_  
Address \_\_\_\_\_ :  
City, State, Zip \_\_\_\_\_  
D.O.B. \_\_\_\_\_ :  
SSN \_\_\_\_\_

Please check the appropriate line.

\_\_\_\_\_ A - Delinquency  
\_\_\_\_\_ B - Traffic  
\_\_\_\_\_ C - Dependency, Neglect, or Abuse  
\_\_\_\_\_ D - Unruly  
\_\_\_\_\_ E - Adult Cases  
\_\_\_\_\_ F - Motion for Permanent Custody  
\_\_\_\_\_ G - Custody, Change of Custody  
visitation (Juv)  
\_\_\_\_\_ H - Support Enforcement  
or modification  
\_\_\_\_\_ I - Parentage  
\_\_\_\_\_ J - U.I.F.S.A.  
\_\_\_\_\_ K - All Others

\_\_\_\_\_ A - Divorce with Children  
\_\_\_\_\_ A - Divorce with Children, Juvenile  
Jurisdiction  
\_\_\_\_\_ B - Divorce without Children  
\_\_\_\_\_ C - Dissolution with Children  
\_\_\_\_\_ C - Dissolution with Children  
Juvenile Jurisdiction  
\_\_\_\_\_ D - Dissolution without Children  
\_\_\_\_\_ E - Change of custody (DR)  
\_\_\_\_\_ F - Visitation  
Enforcement/Modification  
\_\_\_\_\_ G - Support Enforcement  
or Modification  
\_\_\_\_\_ H - Domestic Violence  
\_\_\_\_\_ I - URESA  
\_\_\_\_\_ K - All Other Domestic

## 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 Marion County Court of Common Pleas, Family Division, 222 West Center St., Marion, Ohio 43302. Additional copies of this Form may be obtained from the Court.

TO THE COURT OF COMMON PLEAS OF MARION COUNTY, FAMILY 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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

IN THE COURT OF COMMON PLEAS OF MARION COUNTY, OHIO  
FAMILY DIVISION

CASE NO:

\_\_\_\_\_  
Plaintiff/Petitioner

vs/and

\_\_\_\_\_  
Defendant/Respondent

and

\_\_\_\_\_  
Third Party Defendant

**NOTICE OF HEARING**

JUDGE DEBORAH A. ALSPACH  
JUDGE ROBERT D. FRAGALE

MAGISTRATE MALCOLM GOODMAN  
MAGISTRATE DAVID T. REED

The above captioned case is assigned for Initial Case Management

Conference/Pretrial/Final Hearing on \_\_\_\_\_ at \_\_\_\_\_ m. at Family Court, 222  
West Center Street, Marion, Ohio.

\_\_\_\_\_  
Movant

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone #

Management Conference. The Court cannot, however, give you legal advice on how to proceed or how your decisions may affect the outcome of your case.

**Dissolution** — If you and your spouse have minor children, you both must attend the P.E.A.C.E. program. Depending on the age of your children, you may be asked to sign the children up for the K.I.D.S. program. A final hearing must be set no sooner than 30 days and no later than 90 days from the date you file your action. The hearing cannot be set until you **BOTH** have completed the P.E.A.C.E. program so we encourage you both to attend before you file your action.

Please use the Notice of Hearing form to get your hearing date. It is your responsibility to notify your spouse of the hearing date. The Court will **NOT** send out any notification. Under Ohio law both parties (husband and wife) must appear at the final hearing. Five days prior to your final hearing you must bring your Decree, Separation Agreement, and if there are minor children, Shared Parenting or Parenting Time Plan, and Child Support Calculation Worksheet.

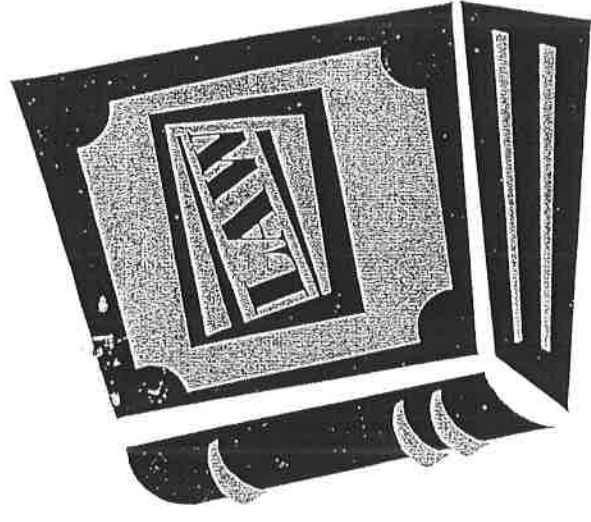
**Post Decree Motions**— A pretrial must be set at the time of filing. Please use the same procedure for setting a hearing as listed under the Divorce section. At that pretrial, the Court will explain to you the steps you need to take procedurally regarding your action, but as previously stated, cannot give you legal advice.

## FAMILY COURT PROGRAMS AND SERVICES FOR FAMILIES

During the course of your case, you may have the opportunity to utilize one of the programs or services listed below. All of them are designed to minimize conflict that often occurs in court actions which may result in harm not only to you and the other party involved but to your families and especially your children.

**P.E.A.C.E., K.I.D.S., S.U.C.C.E.S.S. —** The State of Ohio mandates that all parents with minor children who are terminating their marriage must attend a parent education program about how children are often affected by the break up of their family. The Marion County Family Court has additionally developed programs for children and unmarried parents.

**Mediation** — An alternative to ugly custody battles, mediation is a program where the parties in conflict sit down with a trained mediator who helps the parties communicate and problem-solve. This allows you to hold the power in determining what is best for your children. Prior to the filing of a Motion to Re-allocate Parental Rights and Responsibilities or a Motion for Contempt of Court, the Court strongly encourages you to take advantage of this less expensive option. A Motion for Mediation form is available at the Clerk's Office. If you have any questions regarding these pro-



# GOING IT ALONE:

## A GUIDE TO PRO SE FILINGS

Marion County Court of Common Pleas  
Family Division

Judge Deborah A. Alspach  
Judge Robert D. Fragale

## Representing Yourself

Individuals who represent themselves in court actions are referred to as Pro Se Litigants. Pro Se is a Latin term roughly translated as "On one's own behalf".

Representing oneself in the legal process can be a difficult task. The legal system can be extremely complex with the smallest detail causing far-reaching consequences. While the Marion County Family Court understands the difficulties many individuals have in today's economic environment, we urge you to consider the possible consequences of representing yourself.

Although the cost of an attorney may seem expensive, they have normally completed at least 7 years of school after graduating high school; they have been tested and licensed by the State of Ohio; and they are required to continue to take continuing educational courses to maintain that license. In addition attorneys carry liability insurance for damages caused by their errors and any misbehavior can result in disciplinary action including loss of their license.

It is important for you to understand that if you choose to represent yourself, neither the Court

nor its employees are allowed by law to give you legal advice on how to get through the legal process. You are held to the same standard as a licensed attorney. This applies both in the courtroom and with your paperwork. Errors may require you to make changes, incur additional costs, or result in a dismissal of your case. Unfortunately, many times an attorney is needed later to correct errors resulting in a greater cost than if they had been hired at the onset.

Please consider the complexity and the level of conflict in your individual case when deciding whether or not to proceed "Pro Se".

If you do decide to proceed "Pro Se", we have provided this pamphlet and an accompanying letter to assist in alerting you to basic requirements for filing actions in the Marion County Family Court.

### FILING IN FAMILY COURT

The first step a Pro se litigant should take is to check out the Ohio State Bar Association (<https://www.ohioabar.org>) and click public for information and the Supreme Court of Ohio ([www.sconet.state.oh.us](http://www.sconet.state.oh.us)) for standard forms for most types of filings. You will also need some

local forms which are available from the Clerk's office (Notice of Hearing and if applicable a Poverty Affidavit). The Local Law Library can also be a good resource. Procedures in these types of actions can differ from county to county so it is important to understand the procedure for the county in which you file your action.

In Marion please be aware of the requirements in the case filing listed below.

**Divorce** — All Divorce cases will be set for an Initial Case Management Conference. Please use the Notice of Hearing form. Once you complete the form, a clerk will get you a hearing date from the Court Scheduler. If the Court Scheduler is unavailable, you may be asked to leave the form at the front desk with a contact number and the scheduler will call you when it is ready. You will then need to pick it up and file it at the Clerk's office.

If there are minor children of the marriage, you are required to attend the P.E.A.C.E. program and your children may be required to attend the K.I.D.S. program. The Court will explain to you the steps you need to take procedurally regarding



# Marion County Family Court

*Putting Children and Families First*

Deborah A. Alspach, Judge

Robert D. Fragale, Judge

David T. Reed, Court Director/Magistrate

Malcolm Goodman, Magistrate

Kathy Clark  
Program and  
Grant  
Administrator  
223-4228

If you need to file paperwork with the Family Court, please be advised that the Family Court staff is not permitted to give legal advice or assist you with the preparation of your paperwork or case.

Seri Linstedt  
Chief Deputy  
Clerk  
223-4078

You may wish to contact an attorney to assist you with your case. Attached is a list of attorneys who may be willing to assist you. You may also wish to contact Legal Aid. The Court makes no representation about Legal Aid's or any attorney's willingness to represent you.

Laura  
Wiedlebacher  
Educational &  
Clinical  
Services  
Administrator  
223-4148

You can also find some forms on the Supreme Court of Ohio's website at [www.supremecourt.ohio.gov](http://www.supremecourt.ohio.gov). On the right hand side is a link that says "Domestic Relations Standardized Forms". Attached is a list of those forms you can find.

Susan Kieffer  
Community  
Control  
Administrator  
223-4057

We strongly recommend that you read and follow the instructions in completing the forms. Failure to follow the instructions may result in your case being dismissed.

Richard Smith  
Court Security  
Administrator  
223-4061

An advocate from Turning Point is able to help you with the preparation of a Petition for Domestic Violence Civil Protection Order. Petition's for Domestic Violence Civil Protection Orders are heard by the Court at 1:00 p.m. everyday.

Gloria Craig  
Detention  
Administrator  
386-8184

You may also use the books at the law library to assist you in preparing your case or paperwork. The law library is in our building. The entrance is outside on the corner of the building closest to the Palace Theatre. The Law Librarian is not permitted to assist you with preparation of your paperwork or give legal advice.

Hub Dorsey  
Facilities  
Administrator  
386-8180

Marion County Law Library  
222 West Center Street  
Marion, Ohio 43302  
(740) 223-4170

Legal Aid Society  
142 West Center Street  
Marion, Ohio 43302  
(740) 383-2161

Gwyn McKinniss  
Fiscal  
Administrator  
223-4071

Turning Point  
P.O. Box 875  
Marion, Ohio 43302  
(740) 382-8988

Supreme Court of Ohio  
[www.supremecourt.ohio.gov](http://www.supremecourt.ohio.gov)  
(some forms available)

Jennifer Sidle  
Support  
Services  
Administrator  
223-4064

(740) 223-4060  
(740) 382-3798 fax

[www.co.marion.oh.us](http://www.co.marion.oh.us)

222 West Center Street  
Marion, Ohio 43302



| A                             | B                           | C         | D        | E            |
|-------------------------------|-----------------------------|-----------|----------|--------------|
| ATTORNEY NAME                 | OFFICE ADDRESS              | CITY      | ZIP CODE | OFFICE PHONE |
| 1 Anderson, Todd              | 127 E Center Street         | Marion    | 43302    | 740-382-3221 |
| 2 Bartam, John C              | 355 E Center St, Suite 020  | Marion    | 43302    | 740-387-6000 |
| 3 Bateman-Carothers, Sheena   | 284 S State Street          | Marion    | 43302    | 614-392-8344 |
| 4 Carson, Caleb III           | 144 E Center Street         | Marion    | 43302    | 740-383-3928 |
| 5 Charlin, Steven C           | 123 W Center Street         | Marion    | 43302    | 740-387-2020 |
| 6 Collins, Kevin P            | 125 S Main Street           | Marion    | 43302    | 740-223-1211 |
| 7 Coulter, Ted I              | 198 E Center Street         | Marion    | 43302    | 740-382-4444 |
| 8 Garner, Ronald D [Retiring] | 116 S Main Street           | Marion    | 43302    | 740-387-9093 |
| 9 Crawford, Carlos            | 165 W Center St, Suite 208  | Marion    | 43302    | 614-356-7565 |
| 10 Crowder, Mary Kay          | 334 E Center Street         | Marion    | 43302    | 740-387-0800 |
| 11 Crowder, Mary Kay          | 132 S Main Street           | Marion    | 43302    | 740-223-1470 |
| 12 Deaver, Douglas B          | 144 E Center Street         | Marion    | 43302    | 740-387-0900 |
| 13 Doyle, Jon S               | 976 Brookpark Road          | Marion    | 43302    | 740-389-9733 |
| 14 Ellerkamp, Shelley         | 15 W Ottawa Street          | Marion    | 43302    | 740-943-2325 |
| 15 Evans, Ian                 | 152 E Center Street         | Marion    | 43302    | 740-387-7384 |
| 16 Frericks & Howard          | 152 E Center Street         | Marion    | 43302    | 740-387-7384 |
| 17 Frericks, Kate             | 152 E Center Street         | Marion    | 43302    | 740-387-7384 |
| 18 Frericks, Theodore P, IV   | 152 E Center Street         | Marion    | 43302    | 740-387-7384 |
| 19 Frericks, Thomas A         | 355 E Center St, Suite 101  | Marion    | 43302    | 740-383-1481 |
| 20 Hall, Kevin R              | 131 S Prospect, Suite 102   | Marion    | 43302    | 740-383-1717 |
| 21 Harreman, Brent M          | 186 S Main Street           | Marion    | 43302    | 740-383-1151 |
| 22 Harter, James A            | 495 S State Street          | Marion    | 43302    | 740-383-2445 |
| 23 Heiser, Larry              | 134 E Center Street         | Marion    | 43302    | 740-223-4290 |
| 24 Heiser, Nate               | 15 W Ottawa Street          | Marion    | 43302    | 740-943-2325 |
| 25 Harreman, Scott            | 141 E Center St, Suite C    | Marion    | 43302    | 740-387-7799 |
| 26 Huges, Maria L             | 1138 Brookpark Road         | Marion    | 43302    | 740-387-9704 |
| 27 Jacob, Dean L              | 19 E High Street            | WI Gilead | 43338    | 419-946-7876 |
| 28 Jensen, Jon                | 152 N Sandusky Street       | Delaware  | 43015    | 740-363-3900 |
| 29 Jones, Brian               | 132 S Main Street           | Marion    | 43302    | 740-223-1470 |
| 30 Lowther, David             | 133 S Prospect, Suite 101 ? | Marion    | 43302    | 740-382-6588 |
| 31 Martindale, Elizabeth      | 127 E Center Street         | Marion    | 43302    | 740-387-5854 |
| 32 Mathews, Thomas A          | 381 E Church Street         | Marion    | 43302    | 740-387-1120 |
| 33 McKiniss, Ted W            | 58 N Union Street           | Delaware  | 43015    | 740-362-4772 |
| 34 Marocco, Michael           | 165 W Center St, Suite 202  | Marion    | 43302    | 740-387-7438 |
| 35 Nemo, Robert C             | 35 N Sandusky Street        | Delaware  | 43015    | 740-362-8799 |
| 36 Noland, Mark               | 2511 Marion Mt Gilead Rd    | Marion    | 43302    | 740-589-9894 |
| 37 O'Connor, Wesley W         | N/A                         | Marion    | 43302    | 614-715-4753 |
| 38 Patton, Jordan             | 198 E Center Street         | Marion    | 43302    | 740-387-5727 |
| 39 Plazentina, C Michael      | 200 W Center Street         | Marion    | 43302    | 740-383-6023 |
| 40 Ratliff Law Office         | 200 W Center Street         | Marion    | 43302    | 740-383-6023 |
| 41 Ratliff, J C               | 200 W Center Street         | Marion    | 43302    | 740-383-6023 |
| 42 Ratliff, Jeff              | 200 W Center Street         | Marion    | 43302    | 740-383-6023 |
| 43 Ratliff, Rocky             | 495 S State Street          | Marion    | 43302    | 740-382-5521 |
| 44 Redmond, Dustin J          | 322 W Center Street         | Marion    | 43302    | 740-223-4060 |
| 45 Reed, David T              | 148 E Center St             | Marion    | 43302    | 740-387-0800 |
| 46 Rogers, J W                | 148 E Center St             | Marion    | 43302    | 740-387-8916 |
| 47 Rowland, Brent A           | 233 W Center Street         | Marion    | 43302    | 740-387-2020 |
| 48 Russell, Mark D            | No Marion Address           | N/A       | N/A      | 614-500-3833 |
| 49 Sanjaagos-Burgos, Hilary   | No Marion Address           | N/A       | N/A      | 614-500-3833 |

| A                   | B                          | C        | D     | E            |
|---------------------|----------------------------|----------|-------|--------------|
| 50 Spitzer, Joel    | 198 E Center Street ??     | Marion   | 43302 | 740-223-3122 |
| 51 Williamson, Dave | 196 1/2 West Center St     | Marion   | 43302 | 740-382-1022 |
| 52 Williamson, Jon  | 355 E Center St, Suite 101 | Marion   | 43302 | 740-382-8892 |
| 53 Wilson, Robert   | 200 W Center St, Suite B   | Marion   | 43302 | 740-387-0970 |
| 54 Witkin, Nathan   | 117 E Center Street        | Marion   | 43302 | 740-383-3928 |
| 55 Workman, Todd    | 35 N Sandusky Street       | Delaware | 43015 | 740-362-8799 |
| 56 Ziegler, Fred    | 144 E Center Street        | Marion   | 43302 | 740-387-0900 |

## **ADDENDUM**

**To the extent the provisions in this addendum are inconsistent with the specific language of the Judgment Entry, the Judgment Entry shall control.**

### **CHILD SUPPORT NOTICE PROVISIONS**

1. The current child support obligation and cash medical support obligation shall continue until the child reaches the age of eighteen (18) years, the support obligor dies, the child dies, or the child becomes otherwise emancipated, whichever first occurs; however, as long as the child continuously attends on a full-time basis any recognized and accredited high school, the current child support obligation and cash medical support shall continue until the child reaches the age of nineteen (19) years. The current child support obligation and cash medical support obligation shall continue during the child's seasonal vacation periods.
2. Payments are to be paid to Ohio Child Support Payment Central, P.O. Box 182372, Columbus, Ohio 43218. The Child Support Obligor shall make payments by certified check, money order, personal check, or traveler's check until such time as the payments are withheld by an income withholding or deduction notice. Case Number and Order Number shall be included on all payments.
3. All child support ordered by this Order shall be withheld or deducted from the wages or assets of the obligor under the Order in accordance with O.R.C. Section 3121.03 and shall be forwarded to the Child Support Obligees under the Order in accordance with the Ohio Revised Code. Pursuant to O.R.C. Section 3121.34, a person required to comply with withholding or deduction notices described in O.R.C. Section 3121.03 shall determine the manner of withholding or deducting from the specific requirement included in the notices without the need for any amendment to the support order, and a person required to comply with an order described in O.R.C. Sections 3121.03, 3121.04 to 3121.06, and 3121.12 shall comply without the need for any amendment to the support order.

4. Pursuant to O.R.C. Section 3121.33, the withholding or deduction notices and other Orders issued under O.R.C. Sections 3121.03, 3121.04 to 3121.06, and 3121.12, and the notices that required the obligor to notify the Child Support Enforcement Agency administering the support order of any change in the status of the obligor's assets, are final and enforceable by the Court. Each withholding notice shall include the current child support, current cash medical support, any arrearage payment, and processing charges.
5. Pursuant to O.R.C. Section 3121.51, the Child Support Enforcement Agency that is required to administer the child support order shall administer it on a monthly basis. Pursuant to O.R.C. Section 3121.52, a court or child support enforcement agency that issues or modifies a support order with support payments to be made other than on a monthly basis shall calculate a monthly amount due under the order, in the following manner:
  - a. If the support order is to be paid weekly, multiply the weekly amount of support due under the order by fifty-two (52) and divide the resulting annual amount by twelve (12);
  - b. If the support order is to be paid bi-weekly, multiply the bi-weekly amount of support due under the order by twenty-six (26) and divide the resulting annual amount by twelve (12);
  - c. If the support order is to be paid periodically but is not to be paid weekly, bi-weekly, or monthly, multiply the periodic amount of support due by an appropriate number to obtain the annual amount of support due under the order and divide the annual amount of support due by twelve (12).
1. Pursuant to O.R.C. Section 3121.45, any payment of money by the Child Support Obligor to the Child Support Obligees that is not made through Ohio Child Support Payment Central or the Child Support Enforcement Agency administering the support order under O.R.C. Sections 3125.27 to 3125.30 shall not be considered a payment of support under the support order, unless the payment is made to discharge an obligation other than support, shall be deemed to be a gift. No child support payments shall be paid

or forwarded to any third party, including a private collection agency, without a court order.

2. Pursuant to R.C. 3121.24, the Obligor shall immediately notify the Child Support Enforcement Agency, in writing, of any change in his/her employment or income situation.
3. Pursuant to R.C. 3121.24, each party to this action shall notify the Child Support Enforcement Agency, in writing, of any change in their mailing or residence address.
4. Pursuant to R.C. 3125.36(B), the Obligee shall sign an application for Title IV▲D services and file, as soon as possible, the signed application with the Marion County Child Support Enforcement Agency.

### **MEDICAL SUPPORT PROVISIONS**

5. Within thirty (30) days of the date of this support order, the Health Insurance Obligor must designate the child named in this order as covered dependants under any health insurance policy, contract, or plan for which the Health Insurance Obligor contracts.
6. The health plan administrator that provides the health insurance coverage for the child named in this order may continue making payments for medical, optical, hospital, dental, or prescription services directly to any health care provider in accordance with the applicable health insurance policy, contract, or plan.
7. The Health Insurance Obligor may be required to pay the co-payment or deductible costs required under the health insurance policy, contract, or plan that covers the child named in the order.
8. The Health Insurance Obligor's employer is required to release to the other parent, any person subject to an order issued under O.R.C. Section 3109.19, or the CSEA on written request any necessary information on the private health insurance coverage, including the name and address of the health plan administrator and any policy, contract, or plan number, and to otherwise comply with O.R.C. Section 3119.32 and any order or notice issued under O.R.C. Section 3119.32.
9. If the Health Insurance Obligor obtains new employment, the CSEA shall comply with the requirements of O.R.C. Section 3119.34, which may result in the issuance of a notice

requiring the new employer to take whatever action is necessary to enroll the child named in the order in private health insurance coverage provided by the new employer, when insurance is not being provided by any other source.

10. Within thirty (30) days of the date of this support order, the Health Insurance Obligor must provide to the other party information regarding the benefits, limitations, and exclusions of the coverage, copies of any insurance forms necessary to receive reimbursement, payment, or other benefits under the coverage, and a copy of any necessary insurance cards.

#### NOTICE TO REPORT REASON WHY SUPPORT SHOULD TERMINATE

##### **Pursuant to O.R.C. Sections 3119.87 and 3119.88**

11. The Child Support Oblige and Obligor shall immediately notify the CSEA of any reason for which the child support order should terminate. Reasons for which a child support order should terminate include any of the following:
  - a. The child's attainment of the age of majority if the child no longer attends an accredited high school on a full-time basis;
  - b. The child ceasing to attend an accredited high school on a full-time basis after attaining the age of majority;
  - c. The child's death;
  - d. The child's marriage;
  - e. The child's emancipation;
  - f. The child's enlistment in the armed services;
  - g. The child's deportation;
  - h. Change in legal custody of the child;
  - i. The child's adoption;
  - j. The obligor's death;

- k. The grandparent to whom support is being paid reports that the grandparent's support order should terminate as a result of one of the events described in division (D) of section 3109.19 of the Revised Code; and
- l. Marriage of the obligor under a child support order to the obligee, if the obligor and obligee reside together with the child.

#### **OTHER NOTICE PROVISIONS**

- 1. Pursuant to R.C. 3109.051(G), if the residential parent intends to move to a residence other than the residence specified in the parenting time order or decree of the court, the residential parent shall file a notice of intent to relocate with the Court.
- 2. Pursuant to R.C. 3109.051(H) (I), and (J)(1) and subject to R.C. 3125 and R.C. 3319.321(F), both parents shall have access to all records (including medical and school records), school activities and to any day-care center which the child(ren) attend or have attended on the same basis the said records or access is legally permitted to a custodial parent, unless a restrictive order has been obtained from the court. It is the responsibility of the parent obtaining a restrictive order to serve it on the appropriate organization.

NOTICE TO ALL KEEPER OF RECORDS AND SCHOOL OFFICIALS AND  
EMPLOYEES: ANY KEEPER OF A RECORD AND/OR ANY SCHOOL  
OFFICIAL OR EMPLOYEE WHO KNOWINGLY FAILS TO COMPLY WITH  
THIS ORDER IS IN CONTEMPT OF COURT.

- 3. Pursuant to O.R.C. §3121.29, EACH PARTY TO THIS SUPPORT ORDER MUST NOTIFY THE CHILD SUPPORT ENFORCEMENT AGENCY IN WRITING OF HIS OR HER CURRENT MAILING ADDRESS, CURRENT RESIDENCE ADDRESS, CURRENT RESIDENCE TELEPHONE NUMBER, CURRENT DRIVER'S LICENSE NUMBER, AND OF ANY CHANGES IN THAT

**INFORMATION. EACH PARTY MUST NOTIFY THE AGENCY OF ALL CHANGES UNTIL FURTHER NOTICE FROM THE COURT OR AGENCY, WHICHEVER ISSUED THE SUPPORT ORDER.**

**IF YOU ARE THE OBLIGOR UNDER A CHILD SUPPORT ORDER AND YOU FAIL TO MAKE THE REQUIRED NOTIFICATIONS, YOU MAY BE FINED UP TO \$50 FOR A FIRST OFFENSE, \$100 FOR A SECOND OFFENSE, AND \$500 FOR EACH SUBSEQUENT OFFENSE. IF YOU ARE AN OBLIGOR OR OBLIGEE UNDER ANY SUPPORT ORDER ISSUED BY A COURT AND YOU WILLFULLY FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY BE FOUND IN CONTEMPT OF COURT AND BE SUBJECTED TO FINES UP TO \$1,000 AND IMPRISONMENT FOR NOT MORE THAN 90 DAYS.**

**IF YOU ARE AN OBLIGOR OR OBLIGEE AND YOU FAIL TO GIVE THE REQUIRED NOTICES TO THE CHILD SUPPORT ENFORCEMENT AGENCY, YOU MAY NOT RECEIVE NOTICE OF THE CHANGES AND REQUESTS TO CHANGE THE CHILD SUPPORT AMOUNT, HEALTH CARE PROVISIONS, OR TERMINATION OF THE CHILD SUPPORT ORDER. IF YOU ARE AN OBLIGOR AND YOU FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY NOT RECEIVE NOTICE OF THE FOLLOWING ENFORCEMENT ACTIONS AGAINST YOU: IMPOSITION OF LIENS AGAINST YOUR PROPERTY; LOSS OF YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, DRIVERS LICENSE, OR RECREATIONAL LICENSE; WITHHOLDING FROM YOUR INCOME; ACCESS RESTRICTION AND DEDUCTION FROM YOUR ACCOUNTS IN FINANCIAL INSTITUTIONS; AND ANY OTHER ACTION PERMITTED BY LAW TO OBTAIN MONEY FROM YOU TO SATISFY YOUR SUPPORT OBLIGATION.**