

Instructions for Filing Pleadings with the Ashland County Juvenile Court:

1. Make sure you include the names, addresses, telephone numbers and email addresses for all parties to the case. Parties to the case include both parents of the child and any grandparent or other person who has been named as a party to the case. If the paternity of the child is not established, then any known alleged father must be included as a party. If there is no known alleged father, then the unknown father of the child must be included as a party.
2. The Court maintains one file per child. This means that if you are filing pleadings for more than one child, the Court will require you to file a complete set of pleadings for each child.
3. If there is NO child support order for the child, you must complete a IV-D Application for child support services. If you do not know if there is a child support order for the child, complete the IV-D Application. A link to the form is on the Court's webpage. If there is an existing child support order for the child, please list the SETS Case Number for that child support order on the first page of your motion or complaint.
4. All documents must be typewritten or handwritten in legible handwriting. If handwritten, the documents must be completed in black or blue PEN, not pencil.
5. All pleadings can be filed with the Court by mail, or by personally bringing the documents to the Court. So long as the pandemic emergency is still in effect, pleadings can also be filed by email at acjc.clerk@zoominternet.net.
6. Many of the forms have a notary section. So long as the pandemic emergency is in effect, the Ohio Supreme Court has created alternative forms which do not require notarization. During the pandemic, you can either complete those forms (found at: <https://www.supremecourt.ohio.gov/LegalResources/Rules/notarization/default.asp>) or you can complete the forms with the notary and have your signature notarized before filing with the Court.
7. You must pay a filing fee deposit (as listed on the Court's website) when you file your pleadings. If you cannot afford to pay the filing fee deposit, then you must complete the Request for Waiver of Filing Fee form on the Court's website, and submit it to the Court with your pleadings.
8. Make sure you file the right type of pleadings. There are two (2) types of documents used to ask the Court to take action with regard to a child:
 - a. **MOTION:** A motion is filed if the Court already has a case for the child. A motion is a formal request made to a judge for an order or judgment. Motions can be made in closed cases to re-open the case and seek new or modified orders. Motions are also made for procedural reasons (for example, a motion to continue a hearing). Motions must be made in writing (unless made during a hearing) and a copy of the motion must be served on all

parties to the case before the Court will consider the motion.

- b. **COMPLAINT:** A complaint is filed if the Court DOES NOT HAVE a case for the child. A complaint is the first document filed with the court to open or start a legal proceeding. The party filing the complaint is usually called the plaintiff and the party against whom the complaint is filed is called the defendant or defendants. Complaints are pleadings and must be drafted carefully. When the complaint is filed, the party filing the Complaint must include instructions telling the Court how to serve the other parties to the case. Generally, the Court cannot take action until the other parties have been served with the Complaint.

- 1. **SERVICE:** You must provide service instructions for all parties to the case, other than yourself. Those instructions must tell the Clerk how you want the person(s) served (i.e. certified mail, personal service by the Sheriff, etc.) and an address for serving the person(s). If you are unable to supply the address because the other party's location is unknown to you, and cannot be found out with reasonable diligence, service by publication is provided for in Juvenile Rule 16(A). Because of the technical requirements and cost involved, the Court suggests that you consult with an attorney before pursuing this action.