

Disclaimer

Please be aware that these forms do not include instructions or legal advice regarding your rights, responsibilities, and legal options.

To be fully informed and get answers to your questions, you should seek the advice of an attorney.

Instructions

Please read these Instructions in their entirety.

You must complete every form provided within the "Scenario" for your particular case.

Please print clearly or type the information on the forms. Do not leave any spaces blank. If you do not know the answer, state "unknown". If it is not applicable, state "N/A". **The Court will not accept incomplete forms for filing.**

A filing fee is required at the time of the filing of each case. This deposit will be used for court costs relating to your case. Court costs in your case may be more or less than the deposit. The court will decide who pays any remaining costs at the end of your case.

The filing fees are as follows:

Divorce - \$450

Answer to Divorce - \$0

Counterclaim for Divorce - \$250

Reply to Counterclaim for Divorce - \$0

Dissolution - \$450

Complaint for Parentage, Allocation of Parental Rights and Responsibilities and Parenting Time - \$450

Post Decree Motions - \$350

-Motion for Change of Parenting Time

-Motion for Change of Child/Medical Support, Tax Exemption, or Other Child-Related Expenses

-Motion for Contempt

-Motion for Change of Parental Rights

If you do not have funds to pay the filing fee, you must complete the "Financial Disclosure/Fee-Waiver Affidavit", found under "Individual Forms". Please note, it is possible that you may still have to pay the court costs in whole or in part, at the end of your case.

Request for Service

You must complete the "Request for Service" in this packet and file with your other court documents. All necessary parties must be served with the court documents you are filing. It is **your** responsibility to make sure that the documents are served upon the other party(ies). You may choose to have the documents served by:

- 1) Certified Mail. If the Certified mail is returned *unclaimed*, you may attempt service by regular mail.
- 2) Personal Service (usually by the county sheriff where the person(s) resides).
- 3) Service by publication, as permitted by the Civil Rules.

Costs for service will be added to the court costs at the end of your case.

YOU MUST PROVIDE THE CLERK OF COURTS THE ORIGINAL AND THREE (3) COPIES OF EACH DOCUMENT THAT YOU FILE IN YOUR CASE. **If your case involves children, you must provide Original and four (4) copies of each document.*

IN THE COURT OF COMMON PLEAS OF SENECA COUNTY, OHIO

Plaintiff/Petitioner,	:	CASE NO. _____
-vs/and-	:	JUDGE _____
Defendant/Respondent/Petitioner.	:	NOTICE OF FILING IN FAMILY FILE

NOTICE is hereby given that on this _____ day of _____, 20_____, the undersigned has filed the following document(s) to be placed in the family file of the above-referenced case:

- | | |
|---|---|
| <input type="checkbox"/> Affidavit of Income and Expenses | <input type="checkbox"/> Guardian ad Litem Report |
| <input type="checkbox"/> Affidavit of Property | <input type="checkbox"/> Home Investigation Report |
| <input type="checkbox"/> Health Insurance Affidavit | <input type="checkbox"/> Psychological Evaluation |
| <input type="checkbox"/> Health Care Documents | <input type="checkbox"/> Drug/Alcohol Screens or Assessment |
| <input type="checkbox"/> Asset Appraisal/Evaluation | <input type="checkbox"/> Juvenile Court Records |
| <input type="checkbox"/> Patchworks House Reports | <input type="checkbox"/> Genetic Testing Results |
| <input type="checkbox"/> Other: _____ | |

SIGNATURE

PRINTED NAME

TITLE

Copies to:

- Plaintiff/Petitioner or Counsel of Record
 - Defendant/Respondent/Petitioner or Counsel of Record
 - Guardian ad Litem
 - Other: _____
- _____

IN THE COURT OF COMMON PLEAS OF SENECA COUNTY, OHIO

Plaintiff/Petitioner 1	:	CASE NO. _____
	:	
vs./and	:	JUDGE _____
	:	
	:	
	:	
Defendant/Petitioner 2	:	

JUDGMENT ENTRY/MAGISTRATE’S ORDER

This matter came on for the Court’s consideration upon the Requestor’s Motion to Review Family File submitted herein.

- For good cause shown, **IT IS HEREBY ORDERED** that the above request is **GRANTED**. The Requestor may review the family file of the above-referenced matter in the offices of the Seneca County Clerk of Courts during normal business hours and is not permitted to make or to obtain copies of any documents located in the family file.

- The request to review the family file is **DENIED**.

Judge/Magistrate

TO THE CLERK: You are instructed to serve a copy of the foregoing upon all parties, counsel of record and the requestor.

IN THE COURT OF COMMON PLEAS OF SENECA COUNTY, OHIO

Plaintiff/Petitioner

vs./and

Defendant/Petitioner/Respondent

CASE NO. _____

JUDGE _____

**REQUEST TO REVIEW
FAMILY FILE**

I hereby request to review the family file in the captioned case. I certify that I am a party to this case or currently am counsel of record for a party to this case, and I am (check what applies)

- Plaintiff/Petitioner I
- Defendant/Petitioner II/Respondent
- Third-Party Defendant/Intervenor
- Attorney for Plaintiff/Petitioner I
- Attorney for Defendant/Petitioner II/Respondent
- Attorney for Third-Party Defendant/Intervenor
- Guardian ad Litem

Signature of Party/Attorney

Printed Name

Current Address

Date Signed

Copies To:

- Judge Michael P. Kelbley
- Judge Steve C. Shuff

IN THE COURT OF COMMON PLEAS OF SENECA COUNTY, OHIO

Plaintiff/Petitioner 1	:	CASE NO. _____
	:	
vs./and	:	JUDGE _____
	:	
	:	
	:	
Defendant/Petitioner 2	:	

MOTION TO REVIEW FAMILY FILE

Now comes _____, who is NOT a party to the above referenced case and who is NOT an attorney of record in the case, or guardian ad litem in the case, and hereby requests an Order granting permission to review the family file maintained in the above-referenced case.

The reason the undersigned makes this request is follows:

_____.

Signature of Requestor

Requestor's Address

Requestor's Telephone Number

NOTICE TO ATTORNEYS AND PARTIES: The parties are advised that they have a period of seven (7) days from the filing of this Motion to Review Family File in which to file written objections to this request. They are further advised that if no objections are filed with the Clerk of Courts within seven (7) days of the filing of this motion said motion may be granted by the Court.

TO THE CLERK: You are instructed to serve a copy of the foregoing upon all parties and counsel of record.