



The Honorable Maryellen O'Shaughnessy
Franklin County Clerk of Courts

Clerk of Courts Juvenile Division
373 South High Street, Floor 4
Columbus, Ohio 43215
614.525.4411

Instructions for Filing Custody/Visitation Complaint

Documents Needed:

1. Complaint with Notice of Hearing
2. Custody Affidavit (ALL blanks must be filled in)
3. Health Insurance Affidavit (if seeking child support)
4. Verification of parent-child relationship
 - a. Administrative Order, registry number, or judicial order
 - i. Attached as an Exhibit to Complaint

You will need the original and two copies

(Include additional copies for each individual served)

All necessary parties must be served with a cop of the documents through the Clerk's office at least seven days prior to the hearing date, and non-parents **MUST** serve both parents.

You may have the Clerk serve the complaint/motion by one of the following methods:

1. Certified Mail
2. Personal Service by Sheriff
3. Personal Service by Process Server
4. Service by Publication (if reasonable attempts have been made to locate parties, and you are unsuccessful; you must have made an attempt to send certified mail to the last known address of the party)

If Service Fails

You will receive written notification by letter form the Clerk's office. You must attempt another type of service, or your case will be continued at the first hearing date.

If personal service fails, you must try another method, such as Certified Mail through the Clerk's office.

If Certified Mail service fails because it is unclaimed or refused, you may request ordinary mail service to the same address through the Clerk's office.

Necessary parties may waive service of Summons if they agree in writing to accept the paperwork. Special forms are available with the Clerk's office, or assigned Magistrate.

Questions? See Duty Magistrate on the Third Floor.

If seeking an emergency custody order, the following procedure should be followed

Emergency custody orders are rarely granted, as there are very few cases where a true, life-altering emergency exists. A request for emergency custody, therefore, should be reserved for situations where there is an immediate and present danger to the child(ren).

The following situations DO NOT constitute an emergency:

1. Enrolling the child in school;
2. Obtaining an initial custody order;
3. Missed visitation;
4. Refusal to return the child following visitation; and/or,
5. Obtaining non-emergency medical treatment

Before requesting emergency custody you must file a complaint for custody, or a motion to modify the existing custody order.

To request an emergency custody order, you must prepare a Motion for Emergency Custody, along with an Affidavit verifying the basis for your Motion. You must schedule a hearing before your assigned Judge. The request for emergency custody will be heard within 30 days from the date of filing your motion. Prior to your hearing, ALL parties to the case must receive service of Summons, and Notice of Hearing.

The hearing on your Request for Emergency Custody will be continued unless service has been obtained on ALL parties, and proof of service has been confirmed with the Clerk's office.

**IN THE COURT OF COMMON PLEAS OF FRANKLIN COUNTY, OHIO
DIVISION OF DOMESTIC RELATIONS AND JUVENILE BRANCH**

(your name)

(address)

(city/state/zip)

CASE NO. _____

VS

(other party's name)

(address)

(city/state/zip)

JUDGE: _____

MAGISTRATE: _____

**COMPLAINT FOR ALLOCATION OF
PARENTAL RIGHTS/CUSTODY**

1. I am _____, the _____ of the minor child(ren),
(Full name) (Relationship to child) (listed below)

I live at _____
(Full address, including zip code)

List Child(ren) Name(s) and Date(s) of Birth(s):

(name) DOB: _____ _____ DOB: _____

(name) DOB: _____ _____ DOB: _____

(name) DOB: _____ _____ DOB: _____

2. The child(ren) reside(s) within _____, County, Ohio and has/have for _____
(time period)

3. The natural or biological mother is _____ and her current mailing
(full name)
address is _____
(full address including zip code)

4. The natural or biological father is _____ and his current mailing
(full name)
address is _____
(full address including zip code)

5. The father-child relationship was established by: **(Check One – Must be Answered)**

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Administrative order | Case or Sets Number: _____ |
| <input type="checkbox"/> Judicial order | Case Number: _____ |
| <input type="checkbox"/> Paternity registry | Registry Number: _____ |
| <input type="checkbox"/> Child(ren) born during marriage | |
| <input type="checkbox"/> Paternity has not been established | <input type="checkbox"/> Unknown |

6. The child(ren) is(are) is(are)not wards of any other court.
(Check One – Must be Answered)

WHEREFORE, I request the following: **(Check all that are requested)**

- Allocation of parental rights and responsibilities
- Custody
- Shared parenting (must file a proposed shared parenting plan)
- Parenting time (between parents)
- Visitation /companionship (if you are not the mother or father of the child)
- Child support
- Approve, adopt and modify or terminate the Administrative Child Support Order # _____ **(MUST** attach a copy of current Administrative Child Support Order with current Administrative child support worksheet and a proposed child support worksheet)
- Temporary orders of custody, parenting time, visitation and/or child support as appropriate.
- Any other relief the Court deems appropriate
- Other _____

Plaintiff/Petitioner (signature)

(Address)

Printed Name

(City) (State) (Zip Code)

(_____)_____
(Telephone Number)

Email Address

VERIFICATION OF SIGNATURE

The above person appeared before me and stated that the statements contained in the complaint were true to the best of his/her knowledge this ____ day of _____, 20____.

Notary Public

NOTICE OF HEARING

Please take notice that the complaint will come on for hearing on the ____ day of _____, 20____ at _____ am/pm in Courtroom _____, 373 S. High Street, 3rd Floor, Columbus, Ohio 43215.

Plaintiff/Petitioner