

DIRECTIONS FOR FILING A PRO SE PETITION FOR VISITATION
(Use this packet if you are filing for visitation ONLY)

This Packet has **4 forms** which must be completed as follows. It may take you an hour to complete.

FORM 1: PETITION

1. At the top of the page where it says “IN RE”: print/type the child’s full name.
2. Print the child’s birth date where it says Date of Birth.
3. Where it says SSN, put the child’s social security number (last 4 digits only).
4. Print your name where it says “Petitioner” and complete the information
5. Print the name of the person who currently has legal custody of the child by “Respondent”. Where it says “3rd Party Respondent”, put in the name of any other person that has legal custody of the child and complete all information.
6. If there is a SETS number put it in the space provided. There is a SETS number if someone has been ordered to pay child support for this child through the Support Enforcement Agency (SEA).
7. Answer all questions.
8. You must have your signature notarized.

FORM 2: CHILD CUSTODY AFFIDAVIT

1. At the top of the page where it says “IN RE”, put the child’s name, date of birth and social security number (last 4 digits only).
2. You are the “Petitioner”. Put your name in all places where it says “Petitioner”.
3. Answer questions completely and truthfully. Be sure to include the city, state, and zip code when appropriate.
4. You must have your signature notarized.

-MORE INSTRUCTIONS ON BACK-

FORM 3: INSTRUCTIONS FOR SERVICE (Service is notification to the other parties)

1. At the top of the page, print the child's name where it says "IN RE"
2. Print your name in "Petitioner" and print the Respondent's name on the line "Respondent".
3. In the blank lines after "Please issue service to", you need to write the name address, city, state, and zip code of the Petitioner and any other person listed as the Respondent.
4. Check certified mail for all respondents; check regular mail for yourself.

All Respondents must be either served personally or through residential service with the petition and other documents.

a.) When the certified mail is returned to the Clerks Office (it was not delivered to a party), they will send you notification as to the outcome of the service.

* If the service is returned with a bad address you will need to find the correct address and re-issue the Petition and other documents through certified mail.

* If the service is "unclaimed" you will need to go to the Clerks Office and re-issue service through regular mail.

*** THERE WILL BE ADDITIONAL CHARGES IF THERE IS A RE-ISSUE OF SERVICE** (Read #4 (Form 3, above). If you do not take the steps to make sure the other party has legal service, your case could be dismissed.

FORM 4: NOTICE OF HEARING

1. At the top of the page, print the child's name where it says "IN RE"
2. Print your name in Petitioner and print the Respondent's name on the line "Respondent"
3. Leave the remaining information blank

YOU WILL BE NOTIFIED OF YOUR HEARING DATE IN THE MAIL.

**IN THE COMMON PLEAS COURT OF MONTGOMERY COUNTY, OHIO
JUVENILE DIVISION**

[FORM 1]

IN RE: _____ * Juvenile Case No. _____

Date of Birth: _____ SETS (CSEA) No. _____

SSN: XXX-XX-_____* _____

Judge: _____

Petitioner _____

Magistrate: _____

Address: _____

City, State, Zip _____

Telephone#: _____

SSN: XXX-XX-_____* D.O.B. _____

VS.

PETITION: [check what applies]

____ FOR CUSTODY

____ TO MODIFY / CHANGE CUSTODY

Respondent _____

Address: _____

City, State, Zip _____

Telephone#: _____

SSN: XXX-XX-_____* D.O.B. _____

____ FOR VISITATION

____ TO MODIFY / CHANGE VISITATION

3rd Party Respondent _____

Address: _____

City, State, Zip _____

Telephone#: _____

SSN: XXX-XX-_____* D.O.B. _____

____ FOR SUPPORT

____ TO MODIFY / CHANGE SUPPORT

____ FOR SHARED PARENTING (**agreed plan
must be attached, signed by both petitioner
AND respondent**)

* * * * *

Please answer the following questions

1. What is your relationship to this child?

2. If you are not the child's natural parent, where are the child's parents?

Mother's Name: _____

Address: _____

City, State, Zip: _____

Telephone No: _____

SSN: XXX - XX - _____ D.O.B. _____

Father's Name: _____

Address: _____

City, State, Zip: _____

Telephone No: _____

SSN: XXX - XX - _____ D.O.B. _____

3. Who has legal custody of this child? (Who does the law recognize as the child's legal custodian?)

4. How was this legal custody determined?

5. Who does the child live with?

6. If the child lives with you, how did the child come to live with you?

7. Besides wanting custody / visitation / modification of support, what else would you like the Court to do for you in regards to this child?

8. Why do you want this? Why did you file this petition?

9. Has any other court (for example, Domestic Relations Court) made any decisions or orders in regard to this child (include support orders)?

10. If yes to the last question, what decision / order was made? (Include SETS#)

11. The child should be in my custody or visit with me, or support should be modified because:

WHEREFORE, the Petitioner requests this Court to grant an award of Custody / Visitation / Support Modification of the said minor pursuant to Ohio Revised Code Titles 21 and 31, and for other relief as may be necessary.

[Your Signature] [Your Printed Name]

Sworn to and signed in my presence this _____ day of _____, _____.

Commission Expires
Notary Public

**IN THE COMMON PLEAS COURT OF MONTGOMERY COUNTY, OHIO
JUVENILE DIVISION**

[FORM 2]

IN RE: _____ * Case No. _____
 Child's Name _____ *
 _____ * Judge _____
 Social Security Number xxx-xx-_____ *
 _____ * Magistrate
 Date of Birth _____ * **CHILD CUSTODY AFFIDAVIT**
 * * * * *

I, the PETITIONER, being duly sworn, state the following answers to the questions set out herein relevant to the physical custody and/or residence of the minor child:

1. **State the places were the child lived** within the last five (5) years, and the names and address of the person(s) whom the child lived during that period:

A. _____ WHO DOES CHILD LIVE WITH?
 CHILD'S PRESENT ADDRESS
 FROM (what date) _____ TO **PRESENT**

B. _____ WHO DOES CHILD LIVE WITH?
 CHILD'S PREVIOUS ADDRESS
 FROM (what date) _____ TO (what date) _____

C. _____ WHO DOES CHILD LIVE WITH?
 CHILD'S PREVIOUS ADDRESS
 FROM (what date) _____ TO (what date) _____

2. Do you know of any court case anywhere in which custody of this child is an issue? _____ [YES OR NO]

3. If there is a custody proceeding concerning the child, pending in a court in this or any other state, print these:
 Case Number _____ Name of the court _____

Address of the court _____

4. State the **name and address** of any person, not a party to the proceedings, who physically has the child, or claims to have custody / visitation rights for the child: _____

5. Have you been convicted of or pleaded guilty to any criminal offense involving an act that resulted in a child being an abused and/or neglected. _____ [YES OR NO]

6. Have you been determined to be the perpetrator of an abusive or neglectful act which was the basis for an adjudication of any child as abused or neglected. _____ [YES OR NO]

I understand that I have a continuing duty to inform the Court of any custody proceeding concerning the child in this or any other state from which I obtain information during this proceeding.

 Petitioner
 Sworn to and signed in my presence this _____ day of _____,

 Notary Public, My Commission Expires _____

**MONTGOMERY COUNTY COMMON PLEAS COURT
JUVENILE DIVISION - CLERK'S OFFICE
380 West Second Street, Dayton, Ohio 45422
[FORM 3]**

INSTRUCTIONS FOR SERVICE

IN RE: _____

J.C. No. _____

_____,
Petitioner

_____,
Respondent

PLEASE ISSUE SERVICE TO:

Name: _____

Address: _____

VIA: PERSONAL RESIDENTIAL REGULAR MAIL CERTIFIED MAIL

Name: _____

Address: _____

VIA: PERSONAL RESIDENTIAL REGULAR MAIL CERTIFIED MAIL

Name: _____

Address: _____

VIA: PERSONAL RESIDENTIAL REGULAR MAIL CERTIFIED MAIL

Name: _____

Address: _____

VIA: PERSONAL RESIDENTIAL REGULAR MAIL CERTIFIED MAIL

LIST ALL DCOUMENTS TO BE SERVED:

THE ENTIRE PRO SE PACKET WILL BE SENT TO ALL THOSE LISTED ON THIS SERVICE SHEET.

Your Name: _____

**IN THE COMMON PLEAS COURT OF MONTGOMERY COUNTY, OHIO
JUVENILE DIVISION**

[FORM 4]

IN RE: _____ * Juvenile Case No. _____

Date of Birth: _____ SETS (CSEA) No. _____

SSN: XXX-XX _____ *

Judge: _____

Petitioner Magistrate: _____

Respondent * **NOTICE OF HEARING**

This matter will come on for a hearing before Magistrate _____,
on _____, at _____ AM / PM on the foregoing
petition for custody / visitation and/or support. The hearing will be held at the Juvenile Justice Center, 380
West Second Street, Mezzanine Level, Dayton, Ohio 45422.

IT IS SO ORDERED.

MAGISTRATE