

FILING FEES

NEW CASE

- ONE CHILD/FIRST CHILD-\$90.00
- SECOND, THIRD CHILD-ADDITIONAL \$45.00 EACH ADDITIONAL CHILD.

NEW MOTION

- \$45.00 EACH CHILD.

WEB CHECK

- \$15.00 IF YOU HAVE BEEN AN OHIO RESIDENT FOR MORE THAN 5 YEARS.
- \$24.00 IF YOU HAVE NOT BEEN A RESIDENT OF OHIO FOR 5 YEARS.

WARNING - PLEASE READ

- YOU ARE FILING AT YOUR OWN RISK. JUVENILE COURT STAFF CAN NOT GIVE ANY LEGAL ADVICE.
- NO ATTORNEY WILL BE APPOINTED TO YOUR CASE.
- IF YOU FAIL TO RETURN AND COMPLETE YOUR CASE WITHIN 30 DAYS, IT WILL BE DESTROYED.
- ALL FEES ARE NON-REFUNDABLE.

NEED MORE INFORMATION

Forms and further instructions can be found at:
Montgomery County Juvenile Court
Information Center

WOULD YOU RATHER HAVE AN ATTORNEY?

If you don't know an attorney but would like to talk to one about Paternity, Custody, Visitation, Support or other Juvenile issues, you can call...

**Dayton Bar Association
Lawyer Referral Service
(937) 225-6102**

**Advocates for Basic Legal Equality, Inc.
Legal Aid of Western Ohio
1-888-534-1432**

Notice

Litigants are filing at own risk. The litigant is solely responsible to prepare and present evidence in the case. This courtesy review does not mean that the court will decide in your favor. The Pro Se Rep will not review case for merit nor make any claims regarding its veracity including service of parties, jurisdiction... etc. The Court is not responsible to reimburse if case is

FILING PRO SE IN JUVENILE COURT

**Montgomery County Juvenile Court
303 W, Second Street
Dayton, OH 45422**



What is Pro Se?

Pro se means you are filing without the assistance of an attorney. You prepare ALL documents, including witness subpoenas and other relevant evidence for presentation to the Court.

What can I file Pro Se?

Montgomery County Juvenile Court offers instructions for Pro se filings in Parentage, Custody, Visitation (Parenting Time) and Support cases. You can also file motions to request a change of Custody, Visitation or Support.

Where do I file Pro Se?

If you want to file for Paternity, Custody, Visitation, Support or any combination of these, you may go to Juvenile Court or print the forms from the Juvenile Court website (<http://mcjc.mcoho.org>). The Court is located at 303 W. Second Street, Dayton, Ohio.

How Do I File Pro Se?

1. Print or pick up the Pro Se Packet at the Information Desk or Clerk's Office Windows, 9:00a.m.- 3:00p.m., including lunch hours.
2. If you are filing for custody or visitation, you must contact the Volunteer Lawyer Project at 888-534-1432. They may be able to assist you in completing and reviewing your paperwork.
3. Complete the packet – instructions are provided. **PLEASE TYPE OR PRINT NEATLY ON THE PACKET.**
4. Deliver the completed packet to the Clerk's Office. Packets completed at the Volunteer Lawyer Project will be delivered to Court for you.
5. Packets will then be reviewed. You can pick up your packet in 3 working days.

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6. Once your packet has been reviewed and is correct, make 6 copies.
7. File your packet at the Clerk's Office between 9:00a.m. – 3:00p.m.

You must bring the original packet and all copies.

A filing fee will be required at this time.

If you file for custody you must pay a Web Check Fee (background check).

8. You must have your background check completed before the first hearing. You may complete your Web Check between the hours of 1:30p.m-3:45p.m. Tuesdays, or 9:00a.m.-11:00a.m. Wednesdays

*** If your packet is not correct, you must correct the information and bring the packet back for another review.**
