

Union County Court of Common Pleas, Juvenile Division

215 West Fifth Street

Marysville, Ohio 43040

Phone (937) 645-3029 Ext. 3186

Email juvenilecourt@unioncountyohio.gov

FILING CHECKLIST

Initial Custody Action Checklist – Contested

Use this checklist if the action is the **FIRST** instance that the child(ren)'s custody, support and/or visitation has been addressed by the Union County Juvenile Court.

1. Prepare and file all the following:

- ☐ **Complaint** for Parentage, Allocation of Parental Rights and Responsibilities (Custody), and Parenting Time (Companionship and Visitation)
([SCO Uniform Domestic Relations Form 23/Juvenile Form 2](#))
- ☐ **Parenting Proceeding Affidavit** (R.C. 3127.23(A))
([SCO Uniform Domestic Relations Affidavit 3](#))
- ☐ **Health Insurance Affidavit**
([SCO Uniform Domestic Relations Affidavit 4](#))
- ☐ **Application for Child Support Services** (IV-D) – ([JFS 07076](#))
- ☐ **Proof of paternity.** File a **certified copy of the birth certificate** **OR** one or more of the following, as appropriate:
 - ☐ Paternity established by acknowledgement: file a certified copy of the final and enforceable **Acknowledgement of Paternity** (available from the Department of Health);
 - ☐ Paternity established by genetic testing: file a certified copy of the **CSEA Administrative Order – Establishment of Paternity** (available from an Ohio Child Support Enforcement Agency; call the Union County CSEA at (937) 644-1010); or
 - ☐ Paternity established by any other means: such as by **court order** or a **comparable agency in another state**, etc., the complaint must disclose this information. File **certified copies** of those documents.
- ☐ **Request for Service** ([SCO Uniform Domestic Relations Form 31/Juvenile Form 10](#)). State the current address of any person to be served and indicate method of service (certified mail or personal service completed by Sheriff). *Additional deposit for service costs shall be prepaid.*

The Court will inform the filer if service fails (refusal, unclaimed, no longer at address, etc.). The filer should respond *immediately* to avoid dismissal: file a new [Request for Service](#), request an alternate method of service and/or provide an updated address. *Additional deposit for service costs shall be prepaid if service must be reissued.*

2. Pay the Initial Deposit for Court Costs. Final costs will be apportioned at the conclusion of the case, though the additional deposits may be required or ordered.

Contested Matters\$115.00 Initial Deposit

Litigants: Payment is accepted by personal check, cashier's check, credit/debit card (convenience fees will apply), and cash. Do not mail cash. Tender cash in person in the Clerk's Office during normal business hours.

Attorneys: Payment is accepted by credit/debit card (convenience fees will apply) through the ECF.

Online Resources

Supreme Court of Ohio Standardized Forms

<https://www.supremecourt.ohio.gov/courts/services-to-courts/children-families/dom-rel-juvenile-forms/>

Union County Juvenile Court Local Rules, Checklists and Forms

https://www.unioncountyohio.gov/departments/Probate_Juvenile_Court/juvenile-court-forms

NOTICE

This information is provided for the benefit of unrepresented litigants as a public service of the Union County Juvenile Court and is not legal advice. The Union County Juvenile Clerk's Office, available by phone at (937) 645-3029 during normal business hours, will assist as permitted but cannot provide legal advice. Questions about the process, legal significance or effect of these proceedings should be directed to a licensed attorney.

Attorneys are required to eFile:
eservices.co.union.oh.us/eservices