

**UNION COUNTY JUVENILE COURT
RICK RODGER, JUDGE**

FILING CHECKLIST

www.unioncountyohio.gov/juvenile-court-forms

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.*

NOTICE

This information is provided as a public service of the Union County Juvenile Court and is not legal advice. The Union County Juvenile Clerks' Office, available by phone at (937) 645-3029 Ext. 3411 during normal business hours, will assist you as permitted but cannot provide legal advice. If you have any questions about the legal significance or effect of these proceedings, consult with a licensed attorney.

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

*Payment is accepted by personal check, cashier's check,
cash or by credit/debit card (convenience fees will apply).*