

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

FILING CHECKLIST

www.unioncountyohio.gov/juvenile-court-forms

Modification of Prior Orders – Contested

Use this checklist when either this Court previously decided custody, parenting time or visitation issues regarding the child(ren) *or* a prior non-Ohio custody order has been validity registered with this Court (R.C. 3127.35) and a party wants this Court to modify some or all of those prior orders.

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.

1. Prepare and file *one or more* of the following motions:

- Motion for Change of Parenting Time** (Companionship and Visitation) ([SCO Uniform DR Form 26/Juvenile Form 5](#))
- Motion for Change of Parental Rights and Responsibilities** (Custody) ([SCO Uniform DR Form 27/Juvenile Form 6](#))
- Motion for Change of Child Support, Medical Support, Tax Exemption, or Other Child-related Expenses** ([SCO Uniform DR Form 28/Juvenile Form 7](#))

2. File a certified copy of the prior, applicable court order with the motion(s).

3. Prepare and file:

- Parenting Proceeding Affidavit** per R.C. 3127.23(A) ([SCO Uniform Domestic Relations Affidavit 3](#))
- Application for Child Support Services** (IV-D) – Application for Child Support Services Non-Public Assistance Applicant/Recipient ([JFS 07076](#))
- Request for Service** ([SCO Uniform Domestic Relations Form 31/Juvenile Form 10](#)). State the current address the 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. *An additional deposit for service costs shall be prepaid if service must be reissued.*

4. Pay the Appropriate Deposit. Deposits are applied toward all final, total court costs. Final costs will be apportioned at the conclusion of the matter.

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).*