

IN THE COURT OF COMMON PLEAS

JUVENILE DIVISION

CLINTON COUNTY, OHIO

**INFORMATION FOR FILING**

**PLEASE NOTE:** The Clerk of Court's Office is unable to advise what forms should be filed and is also unable to assist with completing any of the forms. Deputy Clerks are NOT attorneys and cannot provide legal advice. **These documents and forms are only provided for informational purposes. If you have questions about which documents you should file or any other legal question, you should contact an attorney.** There are a number of attorneys in this community and the surrounding counties, as well as Legal Aid.

Further information can be found on the Ohio Supreme Court's website or on our court website:

<https://www.supremecourt.ohio.gov/forms/all-forms/domestic-relations-and-juvenile-standardized/1>

<https://clintoncountycourts.org/JuvenileCourt/home/>

If you have an attorney, please contact your attorney regarding your filing. Filing *pro se* means you are filing without an attorney. The Court does not appoint counsel in civil matters (custody, visitation, etc.). You may qualify for court appointed counsel if you are indigent and you are facing an allegation of contempt of court (where incarceration is a possibility) or Clinton County Children Services has filed a case and you have been determined to be a party.

If you are filing without an attorney, please be aware of the following:

Filing hours are: Monday through Friday 8:00 a.m. to 4:30 p.m.\* Please note that our office closes at 4:30 p.m.

Filing fees are due at the time of filing.

For filing by email or facsimile, please refer to the Court's local rules regarding the same.

All forms must be **fully** completed and notarized (when required) prior to filing. Your filing is not complete until you receive a file-stamped copy (the official file stamp, not "received" or other marking).

If your case involves an emergency to the health, safety or overall welfare of the child, you should immediately contact your local law enforcement agency and Children Services at (937) 382-0963.

**ALSO NOTE:** The Court's role in any proceeding is to hear the case as it is presented by the parties and to render a decision under applicable law. It is the responsibility of the filing or moving party to present his/her case, and the opposing party to present evidence he/she wishes for the Court to consider. In custody matters, the parties may wish to consider the appointment of a Guardian *ad Litem*.