

Hamilton County Juvenile Court
800 Broadway Street - Cincinnati, Ohio 45202 (513-946-9200)

In consideration of Local Rules adopted by the Hamilton County Juvenile Court and with the intention of providing the best management of staff functions and Court proceedings, this checklist of documents must accompany the filing of a Petition or Motion concerning Custody, Parenting Time (Visitation), and or Allocation of Parental Rights and Responsibilities. If for any reason a required document can not be provided, a complete explanation must be included and approval may be required before the clerk can accept the filing.

- A thoroughly and accurately completed Petition or Motion is attached regarding Custody, Parenting Time (Visitation) or Allocation of Parental Rights and Responsibilities and is **notarized**.
- A copy of the birth certificate for the child or each child is attached.
Comments: _____
- The Child Custody Affidavit, pursuant to ORC 3127.23 is attached and has been thoroughly completed with accurate information and **notarized**.
- The Hamilton County Juvenile Court Information Form (536) has been thoroughly and accurately completed and is attached. Comments: _____
- Paternity has not yet been determined or established.
- Paternity has been established and is supported by a copy of:
 - A paternity determination record from the Central Paternity Registry.
 - An administrative paternity determination.
 - A paternity determination issued by a court.
 - Other: _____
- No other Court has issued prior orders concerning Custody, Parenting Time or Parental Rights.
 - A copy of a prior Court order is attached dated ____ from _____ Court.
- No other Court or Administrative action has issued prior orders concerning Child Support.
 - A copy of a prior Court order is attached dated ____ from _____.
- The H.C.J.C. Authorization has been completed, signed and is attached with a witness signature.
- The Hamilton County Sheriff's authorization is completed and attached.
- The Information Form for HCJFS is thoroughly and accurately completed and is attached.
- The Written Request for Service is attached with accurate name and address information for all parties involved in this action and or an affidavit for service by Publication is attached for each party that an accurate address could not be identified by diligent and reasonable effort and research.
- The Request and Instructions for Ordinary Mail Service is completed and attached.
 - The Request and Instructions for Ordinary Mail Service is not attached because _____

Other Comments: _____

Signed: _____

Date: _____