

IN THE COURT OF COMMON PLEAS SENECA COUNTY, OHIO
JUVENILE DIVISION

PLAINTIFF/OBLIGEE/PAYEE:

Name

Address

City, State

Zip Code

Date of Birth

Last Four Digits of Social Security Number

Case No. _____

SETS No. _____

-VS-

Judge Jay A. Meyer

DEFENDANT/OBLIGOR/PAYOR:

Name

Address

City, State

Zip Code

Date of Birth

Last Four Digits of Social Security Number

COMPLAINT/MOTION TO REQUEST
COURT HEARING ON
CSEA ADMINISTRATIVE ORDERS

Now comes (your name) _____, and respectfully moves this Court to: (what you want the Court to address)

- () Modify the amount of support as was set at the Administrative (CSEA) hearing.
- () Request genetic testing to determine paternity.

YOU MUST ATTACH A COPY OF THE ADMINISTRATIVE ORDER.

Because: _____

CHILD(REN) INVOLVED:

NAME _____	DOB _____
NAME _____	DOB _____
NAME _____	DOB _____
NAME _____	DOB _____

Your signature

IN THE COURT OF COMMON PLEAS SENECA COUNTY, OHIO
JUVENILE DIVISION

Case

No. _____

Plaintiff's name

-VS-

SETS No. _____

Defendant's name

Judge Jay A. Meyer

PRAECIPE FOR SERVICE

Please serve a copy of the foregoing upon the following persons by (must check one):

certified mail

personal service

Plaintiff's Name: _____

Plaintiff's Address: _____

City, State & Zip: _____

Defendant's Name: _____

Defendant's Address: _____

City, State & Zip: _____

Please also serve Seneca County CSEA.

Your signature

Seneca County Juvenile Court

Judge Jay A. Meyer
103 E. Market St.
Tiffin, Ohio 44883
Juvenile (419) 447-4912
FAX (419) 448-5060

Instruction Sheet for Pro Se Filing

1. When you are filing an Objection you must complete all forms in their entirety and to the best of your ability. Failure to complete and file all attached documents will result in your filing being returned to you with no action being taken. If this is a new case, a case number will be assigned.
2. You must complete the Praecipe for Service.
3. Type or print your responses in blue or black ink.
4. These forms are to be used to Object to the Administrative Order only. If you are asking for custody, visitation or tax exemption you will need different forms. Please request them from the Clerk.
5. A hearing will be scheduled. You will receive a hearing notice in the mail. If your hearing notice is returned as undeliverable as addressed and you have not notified the Court of your new address, in writing, the Objection will be dismissed without further action.
6. If the hearing notice for another party is returned as undeliverable as addressed, you will be contacted for a new address. It is your responsibility to supply a good address in writing to the Court as soon as possible. If you do not do so, and the complaint/motion is not served at the time of the hearing and the other party does not appear at the hearing, the motion/complaint will be dismissed without further action. All objections shall be served on the parties by certified mail, unless service by the sheriff or court approved process server is requested in writing. If you request personal service by the sheriff, additional costs will be assessed. If you want personal service by a court approved process server, it is your responsibility to make those arrangements.
7. If you are unable to supply the address because the other party's location is unknown to you, and cannot be found out with reasonable diligence, service by publication is provided for you in Juvenile Rule 16 (A). Because of the technical requirements and cost involved, the Court suggests that you consult with an attorney before pursuing this action.

8. *Ohio Revised Code 4705.01 prohibits the Juvenile Court from giving legal advice or from helping you prepare legal papers in a new or pending case in this or any Court.*

9. Please read the brochure provided by the Court titled: "If you decide to represent yourself".