

## **HOW TO FILE A COMPLAINT AND MOTIONS IN A PARENTING ACTION**

1. If paternity has already been established, you must have **ONE** of the following to file with your Complaint:
  - a. Copy of the CSEA Administrative Determination of the existence of a parent child relationship;
    - To request an administrative determination of a parent child relationship with CSEA call (330) 643-2765.
    - Paternity testing is scheduled by CSEA (330-643-8467 or 330-643-8017).
  - b. Copy of the Administrative Order dismissing the paternity action.
  - c. Acknowledgment of Paternity registry number from the Ohio Department of Job and Family Services.
    - to get a registry number, the parent may call toll free at 1-888-810-6446. A grandparent, or other relatives caring for the child may fax or mail a written request to the Ohio Department of Job and Family Services. You need the name of the child, the child's date of birth, the parents' names, social security numbers, and your signature. The written request can be faxed to (614) 224-8702, or mailed to Central Paternity Registry, 131 N. High Street, Suite 320, Columbus, OH 43215.
    - to file an Acknowledgment of Paternity Affidavit, contact the Summit County CSEA at 330-643-2765 or go to their office at 175 S. Main St., Akron, OH 44308.

If Paternity has NOT already been established, you will need to establish paternity through the Court before the Court can address other issues such as Companionship (visitation) or Allocation of Parental Rights (custody).

2. File the Complaint and Motions at the clerk's office. You will also need to file an Information for Parenting Proceeding Affidavit as well as an Application for Child Support Services. You also need to complete a Instructions for Service to the other party and get a hearing date. You must pay a filing fee at the time of filing your Complaint. The Clerk of Courts does not accept personal checks. Cash or money orders are accepted.
3. The Clerk's Office will give you a time-stamped copy of your Complaint. Call the Clerk's Office one week before the hearing date to see if service has been made. If service is not made you must schedule another hearing date. A hearing will NOT be held unless service is made on the Defendants. Ohio Civil Rules of Procedure require a seven (7) day notice of the hearing.
4. Preparation for Hearing:
  - a. You must subpoena employers for wage information such as W2 for each party and have three years of tax returns or any other relevant information.
  - b. You also need verification of child care and health insurance costs.
  - c. You must submit an Explanation of Medical Bills Form (available at Court or on Web site) and bring copies of insurance processing and recent bills.

**It is recommended that an attorney review and file these pleadings for you. There are many procedures with which they can help you to achieve a satisfactory resolution of your problem.**

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