

PRO SE FILING INSTRUCTIONS

Filing pro se means you are filing without an attorney and acting as your own attorney. If you have an attorney, please contact them regarding your filing.

For forms related questions please call 937-496-7908 option 4.

**Filing hours are: Monday-Tuesday 8:30 am - 11:30 am & 1:00 pm to 3:00 pm.
Wednesday-Friday APPOINTMENT ONLY**

FILING

- **Filing Fees are due at the time of filing.** Additional fees may apply; filing fees can be found in the Local Rules located at mcjcoho.org
- All forms must be fully completed and notarized where indicated.
- You may include up to three children per form HOWEVER we will need one signed original PER CHILD at the time of filing. If you are using an outside notary you will need to make the appropriate number of copies BEFORE you sign the forms. If you use the Court's notaries we will make the copies for you.
- Our Court does not accept fax at this time; however, you may file by mail or e-file using the email mcjcefile@mcjcoho.org. (Please note that your filing will NOT be accepted if you image your filing by taking pictures of the pages. You must use a scanner to image your e-filing.)

HELPFUL HINTS FOR COMPLETING FORMS

Juvenile Court Information Sheet:

- **The filing party is always responsible for providing a mailing address for all parties to the case. The court is not responsible for finding addresses and will not find a parties address for you.**
- You do not need to add other parties DOB or SSN's if you do not know that information
- Only PARTIES are required to be listed. Do not include non-parties like spouses or witnesses.

Case Caption:

- **JC# is the Juvenile Court Case Number assigned to existing cases; there is no case number for new cases.**
- **SETS # is the child support case number assigned by child support to an existing child support case.**
- **Judge is the assigned Judge to an existing case**
- **Magistrate is the assigned Magistrate to an existing case**
- **In Re: / In the Matter of: → CHILD(REN)'S NAME(S)**
- **Filing Party / Plaintiff / Petitioner → YOUR NAME**
- **Respondent / Defendant → THE OTHER PARTY / PARTIES TO THE CASE**
- If you have an existing case, the JC#, SETS, Judge, and Magistrate can be found at the top of this sheet and/or on the top of any past court orders in this case.
- Always include **FIRST AND LAST NAMES** for all parties. Use legal names, no nicknames.
- Always use **FULL MAILING ADDRESS** including city, state, zip code, and inmate # (if applicable)

Motions / Complaints:

- This is your request/ relief to the Court. All necessary parties must be included on the Motion / Complaint. Necessary parties include parents (even if they don't have custody), legal custodians, and anyone having court ordered visitation or who is ordered to pay child support on the child. If there are not enough spaces provided for all necessary parties, write the party's name and address below the "Magistrate" line.

Affidavit of Income and Expenses:

- The Court needs an estimate of your income and expenses.
- Complete this form with YOUR information. (Do not include information of other people not filing jointly with you, including your spouse)
- This form will ask about your employment income for the past three (3) years, your total projected income for the current year and your monthly expenses.
- If an income or expense does not apply indicate that with a zero. Please do not leave any income/expense lines blank.

Parenting Proceeding Affidavit:

- This form helps the Court ensure we have proper jurisdiction.
- **Read each question carefully before responding. Most mistakes on this form occur because the filing party did not fully read the question.**
- The form is going to ask where the child has lived for the **past 5 years**, if any **other** Court has issued any orders regarding the child(ren), and if there are any **other** cases open that may affect this case, and if anyone, **other** than the parties, claims to have rights to the child(ren).
- With the exception of #4, all questions on this form refer to the child(ren) you are filing for.
- #4 – If anything in the paragraph applies, disclose it. If not, write "N/A"

Application for Child Support Services:

• **IF THIS FORM IS IN YOUR PACKET, IT IS REQUIRED**

even if you do not want child support and even if you receive Medicaid or other state benefits for the child. You are not automatically applying for child support by completing this form.

APPLICANT →

You

CHILD 1-3 →

The child(ren) this case is about

ABSENT PARENT →

The **OTHER** parent if you are a parent filer or both parents (if applicable) if you are a non-parent filer. "Absent Parent" just refers to the parent(s) not filing.

Instructions for Service:

- **The filing party is always responsible for providing a mailing address for all parties to the case. The court is not responsible for finding addresses and will not find a parties address for you.**
- Include **each party** on a separate line. (Don't include yourself)
- You may include multiple addresses for the same party and/or multiple ways of service. If you do, include each address and way of service on a separate line. Additional sheets are available if needed.

<p>ALL PARTIES (Parents, Legal Custodians, or other necessary parties)</p>	<p>Certified Mail is the option most filers choose. Some choose Sheriff (additional fees may apply. This fee amount is unknown to the Court.). All parties must sign for their mail.</p>
<p>ATTORNIES, GALs, and AGENCIES</p>	<p>Notice Only</p>

- For child support related matters, include the Child Support Enforcement Agency
- Select "All Complaints/Motions". You may select other forms if preferred but are not required.
- Indicate your name and telephone number at the bottom of the form.