

Union County Court of Common Pleas, Juvenile Division

215 West Fifth Street
Marysville, Ohio 43040

Phone (937) 645-3029 Ext. 3186

Email juvenilecourt@unioncountyohio.gov

FILING CHECKLIST

Initial Custody Action – Complete Agreement

Use this checklist when the action is the **FIRST** instance that the child(ren)'s custody, support and/or visitation has been addressed by the Union County Juvenile Court **AND BOTH PARENTS HAVE REACHED A FULL AGREEMENT** to **ALL** issues.

1. Prepare and file all the following:

- Complaint** for Parentage, Allocation of Parental Rights and Responsibilities (Custody), and Parenting Time (Companionship and Visitation) – ([SCO Uniform Domestic Relations Form 23/Juvenile Form 2](#))
- Parenting Proceeding Affidavit** (R.C. 3127.23(A)) ([SCO Uniform Domestic Relations Affidavit 3](#))
- Health Insurance Affidavit** ([SCO Uniform Domestic Relations Affidavit 4](#))
- Application for Child Support Services** (IV-D) – ([JFS 07076](#))
- Proof of paternity**. File a **certified copy of the birth certificate** **OR** one or more of the following, as appropriate:
 - Paternity established by acknowledgement: file a certified copy of the final and enforceable **Acknowledgement of Paternity** (from the Department of Health);
 - Paternity established by genetic testing: file a certified copy of the **CSEA Administrative Order – Establishment of Paternity** (available from an Ohio Child Support Enforcement Agency; call the Union County CSEA at (937) 644-1010); or
 - Paternity established by any other means: file a certified copy of a **court order** or a **comparable agency in another state**, etc., the complaint must disclose this information.
- Waiver of Service of Summons**, signed by each party. ([SCO Uniform DR Form 30/Juvenile Form 9](#))
NOTE: If waivers are not filed, a [Request for Service \(SCO Uniform Domestic Relations Form 31/Juvenile Form 10\)](#) must be filed that states the current address of any person to be served and indicates method of service (certified mail or personal service completed by Sheriff). *An additional deposit for service costs shall be prepaid with the initial deposit if waivers are not filed.*

The Court will inform the filer if service fails (refusal, unclaimed, no longer at address, etc.). The filer should respond *immediately* to avoid dismissal: file a new [Request for Service](#), request an alternate method of service and/or provide an updated address. *An additional deposit for service costs shall be prepaid if service must be reissued.*

NOTICE

This information is provided for the benefit of unrepresented litigants as a public service of the Union County Juvenile Court and is not legal advice. The Union County Juvenile Clerk's Office, available by phone at (937) 645-3029 during normal business hours, will assist as permitted but cannot provide legal advice. Questions about the process, legal significance or effect of these proceedings should be directed to a licensed attorney.

Attorneys are required to eFile:
eservices.co.union.oh.us/eservices

2. As evidence of the complete agreement to all terms, file:

- Parenting Judgment Entry** ([SCO Uniform DR Form 22/Juvenile Form 1](#))
and EITHER:
 - a **Parenting Plan** ([SCO Uniform DR Form 21](#))
 - or
 - a **Shared Parenting Plan** ([SCO Uniform DR Form 20](#))
 - A **Child Support Calculation***, as evidenced by EITHER:
 - A certified copy of the most recent **Administrative** or **Court Child Support Order**
 - or
 - An **Ohio Guideline Child Support** calculation. Available online: [Ohio Child Support Calculator](#)
- *A Child Support Calculation is REQUIRED, even if no party requests an order of Child Support.

3. Pay the Initial Deposit for Court Costs. Final costs will be apportioned at the conclusion of the case, though the additional deposits may be required or ordered.

Full Agreement (with Signed Waivers)..... \$75.00 Initial Deposit

Litigants: Payment is accepted by personal check, cashier's check, credit/debit card (convenience fees will apply), and cash. Do not mail cash. Tender cash in person in the Clerk's Office during normal business hours.

Attorneys: Payment is accepted by credit/debit card (convenience fees will apply) through the ECF.

Online Resources

Supreme Court of Ohio Standardized Forms

<https://www.supremecourt.ohio.gov/courts/services-to-courts/children-families/dom-rel-juvenile-forms/>

Union County Juvenile Court Local Rules, Checklists and Forms

https://www.unioncountyohio.gov/departments/Probate_Juvenile_Court/juvenile-court-forms