

**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](mailto:juvenilecourt@unioncountyohio.gov)

**FILING CHECKLIST**

**Modification of Prior Orders – Complete Agreement**

Use this checklist when this Court previously decided custody, parenting time or visitation issues regarding the child(ren) or a foreign custody order has been validly registered with this Court (R.C. 3127.35) and **both parents** have reached a full agreement to **ALL** issues and to **ALL** modifications.

**1. Prepare and file one or more of the following motions:**

- Motion for Change of Parenting Time** (Companionship and Visitation)  
([SCO Uniform DR Form 26/Juvenile Form 5](#))
- Motion for Change of Parental Rights and Responsibilities** (Custody, Child Support and Visitation)  
([SCO Uniform DR Form 27/Juvenile Form 6](#))
- Motion for Change of Child Support, Medical Support, Tax Exemption, or Other Child-related Expenses**  
([SCO Uniform DR Form 28/Juvenile Form 7](#))

**2. File a certified copy of the current court order with the motion(s).**

**3. Prepare and file:**

- Parenting Proceeding Affidavit** (R.C. 3127.23(A))  
([SCO Uniform Domestic Relations Affidavit 3](#))
- Application for Child Support Services** (IV-D) – ([JFS 07076](#))
- Health Insurance Affidavit** ([SCO Uniform Domestic Relations Affidavit 4](#))
- 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.*

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

- Parenting Judgment Entry** ([SCO Uniform DR Form 22/Juvenile Form 1](#))  
and EITHER:
  - Parenting Plan** ([SCO Uniform DR Form 21](#)) *or*
  - 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.

**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](https://eservices.co.union.oh.us/eservices)

**5. 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**

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