

**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 – Contested**

Use this checklist if this Court previously decided custody, parenting time or visitation issues regarding the child(ren) or a prior non-Ohio custody order has been validity registered with this Court (R.C. 3127.35) and a party wants this Court to modify some or all of those prior orders.

**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) ([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 prior, applicable court order with the motion(s).**

**3. Prepare and file:**

- Parenting Proceeding Affidavit** per R.C. 3127.23(A) ([SCO Uniform Domestic Relations Affidavit 3](#))
- Application for Child Support Services** (IV-D) – Application for Child Support Services Non-Public Assistance Applicant/Recipient ([JFS 07076](#))
- Request for Service** ([SCO Uniform Domestic Relations Form 31/Juvenile Form 10](#)). State the current address the person to be served and indicate method of service (certified mail or personal service completed by Sheriff). *Additional deposit for service costs shall be prepaid.*

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. Pay the Appropriate Deposit.** Deposits are applied toward all final, total court costs. Final costs will be apportioned at the conclusion of the matter.

Contested Matters .....\$115.00 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](https://www.unioncountyohio.gov/departments/Probate%20Juvenile%20Court/juvenile-court-forms)

**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)