

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

Appointment of a Guardian ad Litem

After a custody action has been **initiated** (with a “Complaint to Establish Paternity, to Allocate Parental Rights and Responsibilities and/or Parenting Time”) or **reopened** (such as with a “Motion for Change of Parental Rights and Responsibilities”), a party may request that the Court appoint a Guardian ad Litem (“GAL”) by filing a written motion.

In custody matters, a Guardian ad Litem is an attorney appointed by the Court to assist the Court in its determination of the best interest of a child. The GAL will investigate the matter and generate a written report and recommendation as to the child’s best interest.

- File a **Motion for the Appointment of a Guardian ad Litem** (a Local Form).
- File an **Affidavit of Basic Information, Income and Expenses** ([SCO Uniform Domestic Relations Form Affidavit 1](#)). The document must be notarized.
- Pay a deposit, if the motion is granted.**

The initial deposit for the appointment of a Guardian ad Litem will be **at least \$500.00**. Apportionment (division) of the deposit among the parties will be determined by the Court. The deposit must be paid in full before the Guardian ad Litem will begin their investigation. Parties may be ordered to make additional deposits throughout the investigation. All final fees of the Guardian ad Litem will be apportioned among the parties by the Court at the conclusion of the matter.

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

Payment of Deposits, Fees and Expenses

The parties are entirely responsible to pay deposits and all total legal fees and expenses of the Guardian ad Litem. The Court will apportion deposit and total fees and expenses by determining the ability of any party to pay. The Court may reconsider that determination at any time prior to conclusion of the case.

When determining the ability to pay, the Court will consider: the income, assets, liabilities, and financial circumstances of the parties, as demonstrated by an affidavit, testimony to the Court; evidence of qualification for any means-tested public assistance; the complexity of the issues; and the anticipated expenses, including the travel expenses of the Guardian ad Litem.

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