

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

Motion for Contempt and Order Show Cause

Use this checklist if this Court previously issued temporary or final orders as to custody, parenting time/visitation and child support or a prior non-Ohio Court issued orders (and that order has been validity registered with this Court per R.C. 3127.35), and you want this Court to find that a party has not complied with the orders and they are in contempt of Court.

1. Prepare and file the following:

- Motion for Contempt, Affidavit, and Instructions for Service** ([SCO Uniform DR Form 24/Juvenile Form 3](#))

NOTE: Depending upon the nature of the alleged contempt, you may need to file additional information, including certified copies of prior court orders, in support of your motion. Please read the form carefully.

Instructions for Service are found on Page 4 of the form. Provide the current address the alleged contemnor. Although the form allows the filer to choose multiple types of service, this Court requires ACTUAL service upon the alleged contemnor. The methods most likely to ensure service are certified mail, personal service completed by Sheriff or personal service by a private process server (the filer is responsible to identify and contract with an independent process server).

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

- Parenting Proceeding Affidavit** (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](#)). **Do not file this application unless the contempt action is related to non-payment or modification of an existing child support order.*

2. 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.

Contested Matter..... \$100.00 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

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