

Instructions to Request Permission to Travel

If your child is subject to the jurisdiction of this Court, you must be granted permission to remove the child from the State of Ohio for any period of time.

1. If the child is **on Community Control/Juvenile Probation** (after disposition):
 - Discuss all travel plans with your child's assigned Probation Officer.
 - For trips of less than three (3) days (72 hours), the Probation Officer will consider and either grant or deny the request.
 - For trips outside of the State of Ohio longer than three (3) days or 72 hours, you must file a motion to request permission from the Court.
2. If a Delinquency or unruly **complaint has been filed** and/or the child is subject to pretrial temporary orders (before disposition, not yet on probation), you must file a motion to request the Court's permission for trips outside of the State of Ohio for any length of time.

You may utilize the form provided by the Court, titled "**Motion for Permission to Travel**." Take the following steps to file.

- Prepare** and file the motion at least two (2) weeks prior to scheduled travel. For emergencies (i.e., funerals), this requirement is waived.
- Complete** the motion and provide all the information indicated. Attach additional documentation as you deem fit.
- File** the motion with the Juvenile Clerk. Methods to file: in person during regular Court business hours (Monday – Friday, 8:30 a.m. to 4:00 p.m.); by U.S. Mail; or by email to juvenilecourt@unioncountyohio.gov.
- Serve** the motion on all other parties to the matter. Contact the Juvenile Clerk's office if you are uncertain about who should be served.
 - Bring sufficient photocopies of the motion (and attachments, if any) to serve all parties to the matter and, if desired, retain a copy for yourself. If service copies are needed, the clerk will photocopy the original motion (and attachments, if any) at your cost.
 - You must serve at least (1) the Prosecuting Attorney, (2) the Juvenile Probation Department, and (3) the child's attorney of record (if any). If you share legal custody of the child or another parent has parental rights to the child, they must also be served.

Some parties maintain a service in-box in the Juvenile Clerk's Office (such as the Prosecuting Attorney, the Juvenile Probation Department and the child's court-appointed attorney). You can place copies of your motion in the appropriate in-box.

For any party who does not have an in-box, you can either mail your motion to their last known address or hand deliver a copy of the motion.

- If you file your motion via U.S. Mail or email, it is your responsibility to have served that motion upon all other parties prior to filing the motion. Clerks will not serve your motion.

If you require legal advice, you may wish to consult with the child's attorney for assistance or retain an attorney. Please note that if a public defender was appointed to represent your child, *after disposition is complete* that attorney is no longer active in the matter. Counsel will not be appointed or reappointed to file a motion to travel.