

NOTICE

LEGAL ADVICE PROHIBITED

Pursuant to Ohio Revised Code § 4705.07 and the Ohio Rules of Juvenile Procedure, court staff and clerks are strictly prohibited from providing legal advice or engaging in any activity that may constitute the unauthorized practice of law.

Court personnel may provide general procedural information only. They cannot:

- Interpret laws, rules, or court orders
- Recommend legal strategies or actions Prohibiting advice
- Advise individuals on rights or outcomes
- Assist in completing legal documents (beyond providing blank forms)

For legal guidance, please consult a licensed attorney.

Thank you for your cooperation.

Existing

Notice: Failure to complete all forms may result in delays or rejection of your custody filing

- ☐ Provide accurate and truthful information to the best of your knowledge.
- ☐ Make sure all sections are complete and legible.
- ☐ Sign All Documents
- ☐ Notarize Required Forms
- ☐ Attach Supporting Documents (Include copies of any required documents (e.g., prior court orders).
- ☐ A filing fee of \$85 for the first child and \$25 for each additional child is required at the time of submission. Payment methods may include cash, money order, or credit/debit card (check with the court for accepted forms).

Notice: Pursuant to O.R.C. 2151.353 (K) the jurisdiction of the court shall terminate one year after the date of the award or, if the court takes any further action in the matter subsequent to the award, the date of the latest further action subsequent to the award, if the court awards legal custody of a child to either of the following: (1) A legal custodian who, at the time of the award of legal custody, resides in a county of this state other than the county in which the court is located; (2) A legal custodian who resides in the county in which the court is located at the time of the award of legal custody, but moves to a different county of this state prior to one year after the date of the award or, if the court takes any further action in the matter subsequent to the award, one year after the date of the latest further action subsequent to the award. The court in the county in which the legal custodian resides shall then have jurisdiction in the matter.

PETITIONER QUESTIONNAIRE

Confidential – For Court Use Only

IN THE MATTER OF:

Confidentiality Statement:

The information provided in this questionnaire is confidential and will be used solely for the purpose of court proceedings. It will not be disclosed to unauthorized individuals and will be handled in accordance with applicable privacy laws and court policies.

1. Instructions: Circle Yes (Y) or No (N) and provide details where requested.
2. Involvement with Muskingum County Children Services (CPS): Y / N
3. Involvement with any CPS agency in another county or state: Y / N
If yes, agency/county/state: _____
4. Do you believe the child(ren) has been abused, neglected, or dependent? Y / N
5. Any party charged, convicted, or pled to child endangerment? Y / N
If yes, child's name: _____ Relationship: _____
6. Any party charged, convicted, or pled to domestic violence? Y / N
7. Any party charged, convicted, or pled to harming a family member? Y / N
8. Is there a current Protection Order involving any party? Y / N
If yes, name of party and protected person(s): _____
9. Do the parties agree on any matters? Y / N
10. Any party or child(ren) have emotional, physical, or educational disabilities? Y / N
11. Has any party prevented you from seeing the child(ren)? Y / N
12. Does drug or alcohol use affect any party's ability to keep the child(ren) safe? Y / N

Petitioner Signature

Date

Petitioner Signature

Date

MUSKINGUM COUNTY JUVENILE COURT
PERSONAL IDENTIFIER QUESTIONNAIRE
CONFIDENTIAL – FOR COURT USE ONLY

This document contains sensitive personal information and must be maintained separately from the public case file in accordance with court confidentiality rules. Do not include this information in pleadings or other publicly accessible documents.

SECTION 1: CHILD IDENTIFICATION

A child's identity in abuse, neglect, dependency, or delinquency cases is confidential. Use only the identifiers listed below in all pleadings.

Full Legal Name of Child	Date of Birth	Identifier for Pleadings

SECTION 2: PARENT/GUARDIAN INFORMATION

This section is for internal court use only and must not be disclosed in public records.

Mother's Name

Father's Name

Mailing Address

Mailing Address

City, State, Zip Code

City, State, Zip Code

Phone Number

Phone Number

SECTION 3: OTHER INVOLVED PARTIES (If Applicable)

Include only those individuals whose information is necessary for case management. This information is confidential.

Other's Name

Other's Name

Mailing Address

Mailing Address

City, State, Zip Code

City, State, Zip Code

Phone Number

Phone Number

**The Court of Common Pleas, Muskingum County, Ohio
Juvenile Division**

Motion for Modification of Existing Court Order

JUDGE: ERIC D. MARTIN

MAGISTRATE: ERIN E. WELCH

Instructions: This form is to be used by a parent or legal custodian after custody has been previously ordered for the child or children through a previous Children's Services Case, and Muskingum County has jurisdiction over said child(ren). Case Questionnaire, UCCJEA Affidavit form, and a Certificate of Service and/or Request for Service **MUST** be filed with the Motion.

IN THE MATTER OF:

Child's Name	DOB	Case Number

Child's Name	DOB	Case Number

NAME: Movant

Mailing Address

City, State, Zip Code

Phone Number

Mother's Name

Father's Name

Mailing Address

Mailing Address

City, State, Zip Code

City, State, Zip Code

Phone Number

Phone Number

Now comes the **MOVANT(s)**: _____, and asks this Court for a Modification of Existing Court Order of the above-named minor child(ren).

1. Movant's relationship to the minor child(ren)(Check One):

Mother
Maternal Grandparent
Brother / Sister

Father
Paternal Grandparent
Aunt / Uncle

2. Minor child (ren) are in the Custody of or possession of:

3. School District of the minor child(ren):

4. I request to Modify the Existing Court Order regarding: Type of modification/change):

5. The reason for this Modification is as follows:

Movant(s) believe(s) it would be in the best interest of the minor child(ren) to modify the existing Court Order as requested by the Movant.

Movant Signature

Date

**The Court of Common Pleas, Muskingum County, Ohio
Juvenile Division**

Motion to Intervene

JUDGE: ERIC D. MARTIN
MAGISTRATE: ERIN E. WELCH

Instructions: This form is to be used by a person requesting to intervene and become a party to an open Juvenile Court case. This form should accompany another filing (i.e., Motion for Legal Custody).

IN THE MATTER OF:

Child's Name	DOB	Case Number

Child's Name	DOB	Case Number

NAME: Movant

Mailing Address

City, State, Zip Code

Phone Number

Mother's Name

Father's Name

Mailing Address

Mailing Address

City, State, Zip Code

City, State, Zip Code

Phone Number

Phone Number

Now comes the Petitioner(s): _____, and asks this Court for leave to intervene as a party in the above-captioned case(s).

1. Petitioners' relationship to the minor child(ren)(Check One):

_____ **Maternal Grandparent**
_____ **Brother / Sister**

_____ **Paternal Grandparent**
_____ **Aunt / Uncle**

2. Minor child (ren) are in the Custody of or possession of:

3. The reason for this Motion to Intervene is as follows:

Movant(s) believe(s) it would be in the best interest of the minor child(ren) to allow the Movant(s) to intervene as a party in the above-captioned case(s).

Movant Signature

Date

**In the Court of Common Pleas, Muskingum County, Ohio
Juvenile Division**

**DECLARATION UNDER UNIFORM CHILD CUSTODY JURISDICTION AND
ENFORCEMENT ACT (UCCJEA) Affidavit Per ORC§ 3127.23(A)
(Parenting Proceeding Affidavit — R.C. 3127.23)**

Instructions: By law, this Affidavit must be filed and served with any Complaint, Petition, or Motion regarding allocation of parental rights and responsibilities, parenting time, custody, or visitation. Each party has a continuing duty while the case is pending to inform the Court of any parenting proceeding concerning the child(ren) in any other court in this or any other state.

IN THE MATTER OF:

Child's Name	DOB	Last 4 Digits of Child's SS #	Case Number
Mother's Name		Father's Name	
Mailing Address		Mailing Address	
City, State, Zip Code		City, State, Zip Code	
Phone Number		Phone Number	

Affidavit of: _____ **(print full legal name)**

☐ Check this box if you believe that disclosure of your address or the child(ren)'s address would jeopardize the health, safety, or liberty of yourself or the child(ren). You request that the address be sealed pursuant to R.C. 3127.23(D).

(Number): _____ Minor Child(ren) is/are subject to this case as follows:

Insert the information requested below for all minor or dependent children of the parties. You must list the residences for all places where the child(ren) have lived for the last **FIVE (5) years**.

1. Minor Child(ren) Information (Complete a separate subsection for each child.)

Child's Name: _____
Place of Birth: _____
Date of Birth: ____ / ____ / ____
Sex: ☐ Male ☐ Female

List every address where the child(ren) has lived for the past five years, with dates and the person(s) the child(ren) lived with.

Period of Residence (From – To)	Address (Check if Confidential ☐)	Person(s) Child Lived With	Relationship
_____ to _____	_____ _____ _____		
_____ to _____	_____ _____ _____		
_____ to _____	_____ _____ _____		
_____ to _____	_____ _____ _____		

☐ Attach additional page(s) if more space is needed.

2. Participation in Prior Custody Case(s) that may affect the current proceeding, including domestic violence or protection orders, dependency, neglect, abuse cases, termination of parental rights, or adoption cases:

Child's Name: _____

Type of Proceeding: _____

County and State: _____

Case Number: _____

Date of Court Order: _____

☐ Attach additional page(s) if more cases exist.

3. Information about Criminal conviction

List all of the criminal convictions, including guilty pleas, for you and the members of your household for the following offenses: any criminal offense involving acts that resulted in a child being abused or neglected; any domestic violence offense that is a violation of ORC§ 2919.25; any sexually oriented offense as defined in ORC§ 2950.01; and any offense involving a victim who was a family or household member at the time of the offense and caused physical harm to the victim during the commission of the offense.

Name:
Case Number:
Court/ County/ State
Charge(s):

4. Persons Claiming Custody or Visitation Rights

List anyone other than the parties who claims custody, visitation, or parenting time rights.

Name: _____

Address: _____

Name: _____

Address: _____

☐ None known

5. Affiant Oath

I understand that I have a continuing duty to advise this Court of any custody, visitation, parenting time, divorce, dissolution of marriage, separation, neglect, abuse, dependency, guardianship, parentage, termination of parental rights, or protection order from domestic violence case concerning the children about whom information is obtained during this case.

OATH OR AFFIRMATION

(Do NOT sign until a Notary Public is present)

I, _____, swear or affirm that I have read this Affidavit and, to the best of my knowledge and belief, the facts and information stated in this Affidavit are true, accurate, and completed. I understand that if I do not tell the truth, I may be subject to penalties for perjury.

Affiant's Signature

Sworn to, or affirmed, before me by _____ this _____
day of _____ 20 _____.

Signature of Notary Public

(Affix Seal Here)

**In The Court of Common Pleas, Muskingum County, Ohio
Juvenile Division**

REQUEST FOR SERVICE

IN THE MATTER OF:

CASE NO(S):

Petitioner's Name: _____

Address City, State, Zip

Phone: _____

NOTE: You may not be scheduled for a hearing date unless this form is completed in full and full addresses are provided.

TO THE CLERK:

Please serve a copy of _____
filed _____ upon the following person(s) by:

☐ Certified Mail

☐ Personal Service

Mother's Name

Father's Name

Address City, State, Zip

Address City, State, Zip

Phone No.

Phone No.

Legal Custodian's Name

Other's Name Relationship

Address City, State, Zip

Address City, State, Zip

Phone No.

Phone No.

Movant's Signature

Date