

GUERNSEY COUNTY COMMON PLEAS COURT  
JUVENILE DIVISION

**THIS COURT DOES NOT ACCEPT ORAL COMPLAINTS/MOTIONS  
NOR RESPOND TO PERSONAL LETTERS.**

**If you wish to file an action with this Court, the following options are available to you:**

1. Retain counsel for the preparation of your action.
2. You can file an action on your own behalf; however, it must be in the proper format. *Effective July 1, 2013, the Ohio Supreme Court has approved and created standardized forms concerning allocation of parental rights and responsibilities (custody and visitation), motions for change of child support, parenting plans, and motions for contempt, which can be found on the Supreme Court of Ohio website.* <https://www.supremecourt.ohio.gov/JCS/CFC/DRForms/>

Disclaimer: Please be aware that these forms do not include instructions or legal advice regarding your rights, responsibilities, and legal options. To be fully informed and get answers to your questions, you should seek the advice of an attorney.

The additional information forms below must be completed and submitted with the standardized forms according to Guernsey County Juvenile Court Local Rules and Rules of Superintendence of the Courts of Ohio:

- a. Application for child support services (IV-D) (Local Rule)

According to Guernsey County Juvenile Court Local Rule, a deposit of \$175.00 must accompany any filings submitted to the Court. **If there is an outstanding balance of court costs owed by a party petitioning the Court on a post-judgment motion, these costs are to be paid in full before the case is reopened on the motion.**

3. You may contact Legal Aid at (800) 686-3670 or [www.ohiolegalservices.org](http://www.ohiolegalservices.org) or [www.seols.org](http://www.seols.org) for possible representation.

**COURT POLICY REGARDING EMPLOYEES DISPENSING LEGAL ADVICE**

By law, Court employees, including deputy clerks, are **not** allowed to give legal advice. They have no law degree and could be prosecuted for practicing law without a license.

Deputy Clerks may look over paperwork to see that the right blanks have been filled in or that you provided the necessary names and addresses and signed at the right location; however, they cannot advise you on the content of your filing or if it will satisfy the requirements of the Juvenile Court. If you need any information other than what is stated above you will need to seek legal representation by way of consulting an attorney, researching the law at the public library or contacting Southeastern Ohio Legal Services (1-800-686-3670).

A Clerk, by not answering your legal questions, is not being indifferent he/she is simply upholding the Law in the State of Ohio as well as following the policy of the Court.