

**SHELBY 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 Shelby County Juvenile Court website. <http://www.co.shelby.oh.us/JuvenileCourt/index.asp>

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 informational forms below **must be** completed and submitted with the standardized forms according to Shelby County Juvenile Court Local Rules and Rules of Superintendence of the Courts of Ohio:

- a. Application for child support services (IV-D) (Local Rule 17)
- b. Personal Identifier Disclosure (Rule 45(D) Rules of Superintendence)

According to Shelby County Juvenile Court Local Rule 4, a deposit of \$250.00 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 (888) 534-1432 or [www.legalaidone.org](http://www.legalaidone.org) for possible representation.