

PRAECIPE FOR SERVICE

NOTE: YOU WILL NOT BE GIVEN A HEARING DATE UNLESS ALL FORMS ARE FILLED OUT COMPLETELY AND ALL FULL ADDRESSES ARE FURNISHED.

TO THE CLERK: Please serve a copy of the foregoing complaint upon the following persons by:

- Certified Mail
- Personal Service
- Other, Please Specify _____

Mother's Name: _____

Mother's Address: _____

Mother's City, State, Zip Code: _____

Father's Name: _____

Father's Address: _____

Father's City, State, Zip Code: _____

Legal Custodian's Name: _____

Legal Custodian's Address: _____

Legal Custodian's City, State, Zip Code: _____

Petitioner's Signature

Petitioner's Signature

THE PETITIONER STATES THE FOLLOWING IS TRUE AND ACCURATE TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

- 1.) HAS EITHER PARENT BEEN CONVICTED OF, OR PLEAD GUILTY TO DOMESTIC VIOLENCE, WHERE AT THE TIME OF THE DOMESTIC VIOLENCE THE VICTIM WAS A MEMBER OF THE FAMILY OR HOUSEHOLD?
 YES NO

- 2.) HAS EITHER PARENT BEEN CONVICTED OR PLEAD GUILTY TO AN OFFENSE, WHERE DURING THE COMMISSION OF THE OFFENSE PHYSICAL HARM WAS CAUSE TO A MEMBER OF THE FAMILY OR HOUSEHOLD?
 YES NO

- 3.) HAS EITHER PARENT BEEN DETERMINED TO BE THE PERPETRATOR OF AN ABUSIVE ACT THAT IS THE BASIS OF AN ADJUDICATION THAT A CHILD IS AN ABUSED CHILD?
 YES NO

- 4.) IS THERE CURRENTLY A PROTECTION ORDER IN PLACE INVOLVING ANY OF THE PARTIES TO THIS ACTION? YES NO

- 5.) HAVE THE PARTIES PARTICIPATED IN MEDIATION IN THE PAST?
 YES NO

- 6.) HAVE ANY OF THE PARTIES BEEN INVOLVED WITH LUCAS COUNTY CHILDREN SERVICES BOARD?
 YES NO

Petitioner's Signature

PRAECIPE:

TO THE CLERK: Please serve a copy of the foregoing upon the above Respondent(s) by personal service, or certified mail.

**IN THE COURT OF COMMON PLEAS, LUCAS COUNTY, OHIO
JUVENILE DIVISION**

In the matter of:

Case Number: _____

Name Date of Birth

Name Date of Birth

Name Date of Birth

Name Date of Birth

Name Date of Birth

Name Date of Birth

PERSONAL IDENTIFIER INFORMATION FORM

Notice: Effective July 1, 2009, documents filed in, or submitted to this Court **SHOULD NOT** contain “personal identifiers.”
The following information will be maintained separately from the case file documents.

1. Child Protection Cases - a juvenile’s name in an Abuse, Neglect or Dependency case is confidential. Use only initials, a generic abbreviation or “child.” The child’s actual identity will be referenced on this FORM only.

Child #1 Identifier: _____ Identity: _____
First Name, Middle Initial, Last Name
Child #2 Identifier: _____ Identity: _____
First Name, Middle Initial, Last Name
Child #3 Identifier: _____ Identity: _____
First Name, Middle Initial, Last Name
Child #4 Identifier: _____ Identity: _____
First Name, Middle Initial, Last Name
Child #5 Identifier: _____ Identity: _____
First Name, Middle Initial, Last Name
Child #6 Identifier: _____ Identity: _____
First Name, Middle Initial, Last Name

2. All Other Case Types - Social Security Numbers (except for the last 4 digits) are confidential. Full social security numbers must NOT be included in pleadings; they should be included on this FORM only.

Party #1 / Petitioner’s Name: _____ Complete SS # _____
Party #2 / Respondent’s Name: _____ Complete SS # _____
Party #3 / Additional Party’s Name: _____ Complete SS # _____
Party #4 / Additional Party’s Name: _____ Complete SS # _____
Party #5 / Additional Party’s Name: _____ Complete SS # _____
Party #6 / Additional Party’s Name: _____ Complete SS # _____

Any other documents filed/submitted to the Court SHOULD NOT include the following Personal Identifiers. If your filing requires any of the following personal identifiers listed below, please list the information ON THIS FORM ONLY.

Financial Account #(s): _____ Debit Card #(s): _____
Charge Card #(s): _____ Credit Card #(s): _____
Employer or Employee Identification #(s): _____

If Domestic Violence is indicated, Victim’s Address should be listed on this form and NOT on the pleadings:

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

Case No. _____

Custody Questionnaire

A Custody Questionnaire form **MUST** be filled out for **EACH** child. Answer each of the questions completely. Your answers will be used to provide sufficient information with which to render a custody decision.

1. What is the full name and date of birth of the child whose custody you seek?

2. What is the present address of the child whose custody you seek?

3. Who has legal (court ordered) custody of the child at this time?

4. What is the legal custodian's current address?

5. Where (city & state) was legal custody established?

6. Who has physical possession of the child at this time?

7. Were the parents of this child married?

8. If the parents were not married, was paternity of the child established (by LCCSEA or Juvenile Court)?

9. What is your relationship to the child whose custody you seek?

10. How many adults currently reside in your home?

11. Has Lucas County Children Services (CSB) ever been involved with the child?

12. Have you ever been to this court before for anything concerning this child? If yes, when and under what circumstances?

13. Are you aware of any court orders from any other State granting custody of this child to you or someone else? If yes, what State granted previous custody order?

Mother's Name: _____
Mother's Address: _____

Father's Name: _____
Father's Address: _____

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

Case # _____

Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)

I, (full legal name) _____, being sworn according to law, certify that these proceedings involve the custody of a child, or children, and the following statements are true:

1. I am requesting the Court to not disclose my address, or that of the child (ren). My address is confidential pursuant to ORC 3127.23(D) and should be placed under seal in that the health, safety or liberty of myself and/or the child (ren) would be jeopardized by the disclosure of the identifying information.

2. **(Number):** _____ **Minor Child(ren) are subject to this proceeding as follows:**
(Insert the information requested below. The residence information must be given for the last 5 years.)

Child's Name:		Place of Birth:	Date of Birth:	Sex:
Period of Residence	Address Confidential (Y/N)	Person Child Lived With (Name & Address)	Relationship to Child	
To Present				
To				
To				
To				
Child's Name:		Place of Birth:	Date of Birth:	Sex:
Period of Residence	Address Confidential (Y/N)	Person Child Lived With (Name & Address)	Relationship to Child	
To Present				
To				
To				
To				
Child's Name:		Place of Birth:	Date of Birth:	Sex:
Period of Residence	Address Confidential (Y/N)	Person Child Lived With (Name & Address)	Relationship to Child	
To Present				
To				
To				
To				

Additional children are listed on Attachment A (Provide requested information for additional children on an attachment)

3. **Participation in custody proceedings(s): (Check only 1)**

I **HAVE NOT** participated as a party, witness, or in any capacity in any other litigation, in this or any other state, concerning the custody or visitation (parenting time) with any child subject to this proceeding.

I **HAVE** participated as a party, witness, or in any capacity in any other litigation, in this or any other state, concerning the custody or visitation (parenting time) with any child subject to this proceeding. Explain:

Name of EACH child: _____

Type of Proceeding: _____

Court & State: _____

Date of Order or Judgment, if any: _____

4. **Information about custody proceeding(s): (Check only 1)**

I **HAVE NO INFORMATION** of any proceedings that could affect the current proceeding, including any proceedings relating to custody, domestic violence or protection orders, dependency, neglect or abuse allegations or adoptions concerning any child subject to this proceeding.

I **HAVE THE FOLLOWING INFORMATION** concerning proceedings that could affect the current proceeding, including any proceedings relating to custody, domestic violence or protection orders, dependency, neglect or abuse allegations or adoptions concerning any child subject to this proceeding other than set out in item #3.

Explain:

Name of EACH child: _____

Type of Proceeding: _____

Court & State: _____

Date of Order or Judgment, if any: _____

5. **Persons not a party to this proceeding: (Check only 1)**

I **DO NOT KNOW OF ANY PERSON** not a party to this proceeding who has physical custody or claims to have custody or visitation rights with respect to any child subject to this proceeding.

I **KNOW THAT THE FOLLOWING NAMED PERSON(S)**, not a party to this proceeding, has/have physical custody or claim(s) to have custody or visitation rights with respect to any child subject to this proceeding.

a. Name & Address of Person: _____

has physical custody claims custody rights claims visitation rights

Name of each child: _____

b. Name & Address of Person: _____

has physical custody claims custody rights claims visitation rights

Name of each child: _____

c. Name & Address of Person: _____

has physical custody claims custody rights claims visitation rights

Name of each child: _____

6. **Knowledge of prior child support proceedings: (Check only 1)**

The child (ren) described in this affidavit are **NOT** subject to existing child support order(s) in this or any state or territory.

The child (ren) described in this affidavit **ARE** subject to the following existing child support order(s):

Name of Each child: _____

Type of Proceeding: _____

Court & Address: _____

Date of Order or Judgment, if any: _____

Amount of child support paid & by whom: _____

7. **I acknowledge that I have a continuing duty to advise this Court of any custody, visitation, child support or guardianship proceeding (including dissolution of marriage, child neglect, or dependency concerning the child(ren) in this state or any other state about which information is obtained during this proceeding.**

I understand that I am swearing or affirming UNDER OATH to the truthfulness of the statements made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Petitioner's Signature

Address

City, State, Zip

Phone

Fax

Sworn to and subscribed in my presence this _____ day of _____, in the year _____.

Notary/Deputy Clerk

Certification of Service

I certify that a copy of this document was (check only 1):

mailed faxed and mailed hand delivered to the persons(s) listed below on _____.

Other Party:

Name: _____ Address: _____

City, State, Zip: _____ Fax #: _____

Other Party's Attorney:

Name: _____ Address: _____

City, State, Zip: _____ Fax #: _____

	Father	Mother	Petitioner
Employer Phone			
Social Security #			
Names & Ages of Other People Living in the Home			

Is Father: Married to Mother Divorced from Mother
 Found to be Father through Parentage Action

REFERENCES: No more than one should be a relative. Please include employment contact, if available, church/community/personal friend. Please indicate address and phone number.

Name	Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**COURT OF COMMON PLEAS, LUCAS COUNTY, OHIO
JUVENILE DIVISION**

AUTHORIZATION FOR RELEASE OF INFORMATION

LUCAS COUNTY CHILDREN SERVICES is granted permission to release to the Lucas County Court of Common Pleas, Juvenile Division, for the purpose of home study, administrative and evidentiary purposes, any information contained in its records regarding _____.

(Name of Person Signing Release) [PLEASE PRINT]

Such information to be released includes, but is not limited to, if a referral(s) has (have) been made relating to the above named individual, disposition of the referral(s), and for services offered said individual.

This consent to disclose may be revoked by me at any time, except to the extent that action has been taken in reliance thereon.

Date Signed

Signature (of person releasing information)

Date of Birth (of person releasing information)

Social Security Number (of person releasing information)

LCCS USE ONLY:

Name (of person filing out information)

Date Received

Information Found and Enclosed

No Information Found Regarding Above Individual

Date Returned to Juvenile Court

Lucas County Sheriff's Office Toledo, Ohio Criminal History Record Check Request		Name and mailing address of requesting person, agency or company: Lucas County Juvenile Court 1801 Spielbusch Avenue Toledo, OH 43604			
Subject's Name (Last, First, Middle)		Address (Street, City, State)			
Date of Birth (month – day - year)	Social Security Number (optional)	Race	Gender	Height	Weight
Release: By my signature below, I authorize the Lucas County Sheriff's Office to release any information contained in the records of which the Lucas County Sheriff is custodian, or which are available to him; and of which I am the subject. Any person who requests such records may have access to them, subject to any restrictions on such access by federal or state statute.					
_____ Signature of subject to be checked		_____ Date	_____ Witness		
<u>Instructions:</u> To obtain a criminal history record check, complete the request and obtain the required signatures. Submit the request form, with the fee of \$8.00 to: Lucas County Sheriff's Office 1622 Spielbusch Avenue Attn: Record Bureau Toledo, Ohio 43604		<u>Disclaimer:</u> This record reflects only the information to which the Lucas County Sheriff's Office has access; that is, information found in the database of the Northwest Ohio Regional Information System and in the files of the Lucas County Sheriff's Office. This record check was completed by name only, not by fingerprints. Therefore, the true identity of the person in question is unverified. This is not to be construed as a complete criminal history or record.			
The following returned to the requesting person, agency or company: Card File Record <input type="checkbox"/> Yes <input type="checkbox"/> No Report from books: <input type="checkbox"/> Yes <input type="checkbox"/> No OHSLPR.RID/ _____		<input type="checkbox"/> No Record <input type="checkbox"/> Record Attached			
		_____ Records Clerk Signature		_____ Date	

By affixing your signature below and by completing the request form above, you authorize the Lucas County Juvenile Court to obtain and utilize the above-requested criminal history record for home study, administrative, and evidentiary purposes. You also understand that you have the right to revoke this consent at any time, but that the revocation is not effective until delivered in writing to the Court. The revocation would not include records or information previously disclosed to the Court.

Signature Date

Print Name

Signature of Parent/Guardian (*in case of minor*)