

Lucas County Juvenile Clerk's Office

1801 Spielbusch Avenue, Toledo, OH 43604

(419) 213-6744

www.co.lucas.oh.us/juvenile

Hours: Monday - Friday

8:00 am to 4:30 pm

(excluding legal holidays)

**DO NOT SIGN YOUR PAPERWORK BEFORE PRESENTING IT TO THE
JUVENILE CLERK'S OFFICE**

Document(s) Needed:

- Filing Fee of \$_____** - \$25.00 if under income. You MUST provide verification of income for the last 30 days for EVERY ADULT LIVING IN THE HOUSEHOLD. [Proof of income may consist of: check stubs; JFS Benefits Statement; Social Security Statement (if receiving assistance); Zero Income Statement from One Government Center, Toledo, OH on the 18th Floor (ID Required)]
- CSEA Administrative Order of Child Support (Paternity)** - Available from LCCSEA, 701 Adams Street, Toledo, OH 43604, Hours: Monday - Friday, 8:30 am to 4:30 pm (Documents must be obtained from CSEA, or printed from a CSEA online account within the last 30 days)
- Account Summary (Arrearage Statement)** - Available from LCCSEA, 701 Adams Street, Toledo, OH 43604, Hours: Monday - Friday, 8:30 am to 4:30 pm (Documents must be obtained from CSEA, or printed from a CSEA online account within the last 30 days)
- Paternity Affidavit (1-888-810-6446)**

- OR -

Birth Certificate – a written request for birth certificate must include: Child's full name; DOB; the names of both parents; and the Registry Number. [Registry Number is also called Mail Stamp Number, PEP ID Number and CPR Number. Numbers contain up to 6 digits and can be obtained by calling the Central Paternity Registry at 1-888-810-6446.]

You will need a \$7.00 check or money order made payable to the Treasurer, State of Ohio

Send written request and payment to:

Ohio Department of Health, Vital Statistics

P.O. Box 15098

Columbus, OH 43215

FREE CLINIC

The free clinic starts at **10:45 am** on the **1st** and **3rd** **Thursday** of every month
(excluding legal holidays).

THERE WILL BE NO ADMITTANCE INTO THE CLINIC AFTER 11:15 AM.

The clinic is run by local attorneys who will help you fill out any court forms.

Please check in at the 1st Floor Information Desk.

You will be directed to the area where the clinic will be held.