

Instructions for filing a
“MOTION TO INTERVENE”
(to be filed if not a party to the case)

This packet contains three forms that must be used to request intervention in an existing case. The forms enclosed are (A) “MOTION TO INTERVENE,” (B) “CERTIFICATE OF SERVICE,” and (C) SUPPLEMENTAL INFORMATION FORM.

These instructions are intended to be a general guide to help you complete the forms, file them with the Court, serve them on the opposing party, and get your request properly before the Court. These instructions are not intended to be a legal analysis of your request and do not guarantee you will be successful in your Motion, but are merely to assist you in preparing and presenting your request.

- **A separate Motion must be filed for each child.**

***It will be helpful to read ALL the instructions prior to completing the forms and you may refer back to them as much as you need. The clerks cannot help you with the forms, but will verify that all sections are completed prior to filing. Incomplete forms will not be accepted.

A. MOTION TO INTERVENE (Fill out the form completely and entirely)

1. Header & Case Caption:
 - a. Case No.: use current case number.
 - b. In the Matter of: is the minor child’s name.
 - c. Plaintiff: **Must be the same as the existing case caption.**
 - d. Defendant: **Must be the same as the exiting case caption.**

***NOTE: If you do not know the existing Case No. or Caption the clerk will assist you with this information.

2. Complete the form pursuant to Rule 24 of the Ohio Rules of Civil Procedure. The supporting memorandum (reason for your request) shall state the grounds for intervention and shall ***be accompanied by a separate pleading (motion) setting forth the claim or defense for which intervention is sought.***
3. You must include your signature, name, address, and phone # at the end of the motion.

B. CERTIFICATE OF SERVICE

1. Fill out the Header & case Caption (see detailed instructions in section A).
2. Fill in your name and indicate which document(s) you served.
3. Service should be made to all the parties in the case.
4. Complete form entirely and be sure to indicate how service was made.
5. You must sign the form at the bottom.

C. SUPPLEMENTAL INFORMATION FORM

- Please complete this form with your information (the filing party). It will remain confidential and separate from case documents, however, may be used in future collection efforts if you fail to pay costs as ordered.

FILING YOUR PAPERWORK

After you have completed all the forms, return them to the Juvenile Court Clerk's office on the 2nd floor of the Courthouse, Suite 202. The Judge or Magistrate will review your motion and may allow time for the other parties to respond to your motion before making a decision.

The Court of Common Pleas

JUVENILE DIVISION
HOLMES COUNTY, OHIO

In the Matter of:

(Child's Name)

Case No. _____
(existing Case No.)

JUDGE THOMAS C. LEE

MAGISTRATE _____

Plaintiff (please use current case caption)

vs

Defendant (please use current case caption)

Instructions: This form is used to request intervention in an existing matter pursuant to Rule 24 of the Ohio Rules of Civil Procedure. ***This form must be accompanied by a separate Motion requesting the action you would like to bring before the Court.***

MOTION TO INTERVENE

I, _____ (name), the _____ (your relationship to child) of the child, hereby move this Court, pursuant to Rule 24 of the Ohio Rules of Civil Procedure, for an order allowing myself to intervene in the above-referenced matter.

The reason for my request is as follows:

_____.

Respectfully submitted, _____
(Signature of Applicant)

Printed Name: _____

Address: _____

City, State, Zip: _____

Phone No: _____

The Court of Common Pleas

JUVENILE DIVISION
HOLMES COUNTY, OHIO

In the Matter of:

(Child's Name)

Plaintiff *(please use current case caption)*

vs

Defendant *(please use current case caption)*

Case No. _____
(existing Case No.)

JUDGE THOMAS C. LEE

MAGISTRATE _____

Instructions: Before submitting documentation/filings to the Court, a copy of the document must be served (by hand, regular or certified mail) to all parties or their attorneys if they are represented. When submitting the original document, you must attach this completed "CERTIFICATE OF SERVICE" form.

CERTIFICATE OF SERVICE

I, _____ (name), hereby certify that a true and accurate copy

of the foregoing document _____ (title of document) was served as follows to:

Name of Party: _____

Address: _____

Served by: Regular US Mail

Certified Mail

Hand Delivered

Date Served: _____

Name of Party: _____

Address: _____

Served by: Regular US Mail

Certified Mail

Hand Delivered

Date Served: _____

Name of Party: _____

Served by: Regular US Mail

CERTIFICATE OF SERVICE

Address: _____

Certified Mail
 Hand Delivered

Date Served: _____

Name of Party: _____

Served by: Regular US Mail

Address: _____

Certified Mail
 Hand Delivered

Date Served: _____

Name of Party: _____

Served by: Regular US Mail

Address: _____

Certified Mail
 Hand Delivered

Date Served: _____

Respectfully submitted, _____
(Signature of Applicant)

Printed Name: _____

Address: _____

City, State, Zip: _____

Phone No: _____

Email Address: _____

The Court of Common Pleas

JUVENILE DIVISION
HOLMES COUNTY, OHIO

In the Matter of:

Case No. _____

(Child's Name)

JUDGE THOMAS C. LEE

MAGISTRATE _____

Plaintiff

vs

Defendant

SUPPLEMENTAL INFORMATION FORM

(to be provided in all custody, visitation and child support cases)

Name of filing party:

(your name)

Social Security Number of filing party:

(your ssn)

NOTE:

Your social security number will be kept separate from case documents. However, your social security number may be used in future collection efforts if you fail to pay costs as ordered in this case.