

Instructions for filing an
“OBJECTION TO AN ADMINISTRATIVE ORDER”
(opens a new case)

This packet contains three forms that must be used to bring an objection to an administrative child support order before the Court. The forms enclosed are (A) “OBJECTION TO AN ADMINISTRATIVE ORDER”, (B) “REQUEST FOR SERVICE” and (C) “SUPPLEMENTAL INFORMATION FORM”.

*Please note, **for all parents that have been or currently are married to one another**, Domestic Relations Court has jurisdiction. All filings for child support and your documents should be filed there (as of March 22, 2019, per HB595). Any party to the same proceeding for this child previously at Domestic Relations Court should return to that Court for all future filings.*

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 action, but are merely to assist you in preparing and presenting your request.

- **A \$48.00 filing fee MUST be paid at the time of filing.**
- **Prior to filing, be certain to check your administrative order for the proper time period in which you may file an objection.**

*****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. OBJECTION TO AN ADMINISTRATIVE ORDER (Fill out the form completely and entirely)

1. Header & Case Caption:
 - a. In the Matter of: is the minor child’s name.
 - b. Plaintiff Name: is the person filing the objection.
 - c. Case No.: the Court will issue a case # after the objection is filed.
 - d. Defendant Name: is the other party to the support order.
2. Enter your name and indicate if you are the obligor or obligee.
3. Enter the date of the Administrative Order you are objecting to.
4. Be certain that the Administrative Order, including the Child Support Guideline Worksheet, is attached to your objection when filing.

*****We CANNOT ACCEPT your filing without a copy of the order you are objecting to attached!**

5. Please specify *what you are requesting the Court to consider* and support your request with your reasons for the request. Be specific.
6. You must include your signature, name, address, and phone #.

B. REQUEST FOR SERVICE

1. Fill out the Header & Case Caption (see detailed instructions in section A).
2. Indicate which document(s) you are filing that needs to be served.
3. Indicate who the document(s) should be served to. Service should be made to any party upon whom service of summons is sought. **If a current child support order is in place or requesting changes to child support, please include the Holmes County Child Support Enforcement Agency.**
4. You must have a valid address for the parties in order to obtain proper service of your filing. The case cannot proceed until proper service has been made on all the parties.
 - a. If you don't know their home address, you may use their work address.
 - b. If you have made every effort to locate an address and are unsuccessful, write "unknown" in the address field. A separate "Unknown Address Affidavit" pursuant to the Court's Local Rule (available in the clerk's office or on the Court's website) regarding the unknown address must be filed along with the Complaint.
5. You need to choose which type of service (certified mail or personal service) you want for each of the parties served. Any service costs may be taxed as Court Costs at the end of your case.
6. The filing party will receive a copy of the filings by regular mail along with a hearing notice, therefore, you do not need to indicate service to yourself.
7. 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.

*If you have additional information to include that does not fit on the forms, please attach those documents to the Objection. Said documents will be considered part of the filing and will be served contemporaneously to the other parties.

FILING YOUR PAPERWORK

After you have completed the forms return them to the Juvenile Court Clerk's office on the 2nd floor of the Courthouse, Suite 202. At this time you will be required to pay a \$48.00 filing fee.

The Court of Common Pleas

JUVENILE DIVISION
HOLMES COUNTY, OHIO

In the Matter of:

(Child's Name)

Case No. _____
(Court assigned)

CSEA Case No. _____

JUDGE THOMAS C. LEE

MAGISTRATE _____

Plaintiff Obligor Obligee

vs

Defendant Obligor Obligee

OBJECTION TO AN ADMINISTRATIVE ORDER

Now comes _____, the obligor obligee, and objects
(your name)

to the Holmes County Child Support Enforcement Agency (HCCSEA)'s administrative order
that was issued on _____ and **attached hereto**. The reason for this objection
(date)

is as follows: _____

_____.

Respectfully submitted,

 Obligee Obligor Signature

Print Name

Address

City State Zip Code

Phone Number

IN THE COURT OF COMMON PLEAS

DIVISION

COUNTY, OHIO

IN THE MATTER OF:

A Minor

Name

Street Address

City, State and Zip Code

Case No. _____

Judge _____

Magistrate _____

Plaintiff/Petitioner 1

vs./and

Name

Street Address

City, State and Zip Code

Defendant/Petitioner 2/Respondent

WARNING: This form is not a substitute for the benefit of the advice of legal counsel. It is highly recommended that you consult an attorney.

Instructions: This form is used when you want to request documents to be served on the other party. You must indicate the requested method of service by marking the appropriate box. The Court may require additional forms to accompany this document. You must check the requirements of the county in which you file. **YOU MUST UPDATE THE CLERK OF COURTS IF ANY OF THE ABOVE CONTACT INFORMATION CHANGES.**

REQUEST FOR SERVICE

TO THE CLERK OF COURT:

Please serve the following documents: *(check all that apply)*

Complaint for Divorce with Children

- Complaint for Divorce without Children
- Complaint for Parentage, Allocation of Parental Rights and Responsibilities
- Petition for Dissolution
- Motion and Affidavit or Counter Affidavit for Temporary Orders
- Motion for Change of Parental Rights and Responsibilities (Custody)
- Motion for Change of Parenting Time (Companionship and Visitation)
- Motion for Change of Child Support, Medical Support, Tax Exemption, or Other Child-Related Expenses
- Motion for Contempt and Affidavit
- Separation Agreement
- Parenting Plan
- Shared Parenting Plan
- Affidavit of Income and Expenses
- Affidavit of Property
- Parenting Proceeding Affidavit
- Health Insurance Affidavit
- Explanation of Health Care Bills
- Agreed Judgment Entry
- Other: (*specify*) _____

Please serve the following parties with the above marked documents:

- Defendant/Petitioner 2/Respondent at _____(address) by:
 - Certified Mail, Return Receipt Requested
 - Issuance to Sheriff of _____ County, Ohio for Personal or Residence service
 - Other: (*specify*) _____
 Publication. Use this option if address is unknown. Must be accompanied by an "Unknown Address Affidavit."
- Plaintiff/Petitioner 1 at _____(address) by:
 - Certified Mail, Return Receipt Requested
 - Issuance to Sheriff of _____ County, Ohio for Personal or Residence service
 - Other: (*specify*) _____
 Publication. Use this option if address is unknown. Must be accompanied by an "Unknown Address Affidavit."
- _____County Child Support Enforcement Agency at _____(address) by:
 - Certified Mail, Return Receipt Requested
 - Issuance to Sheriff of _____ County, Ohio for Personal or Residence service
 - Other: (*specify*) _____

Other _____ at _____ (address) by:

Certified Mail, Return Receipt Requested

Issuance to Sheriff of _____ County, Ohio for Personal or Residence service

Other: (specify) _____

Publication. Use this option if address is unknown. Must be accompanied by an "Unknown Address Affidavit."

SPECIAL INSTRUCTIONS TO SHERIFF:

Attorney or Self Represented Party Signature

Printed Name

Address

City, State, Zip

Phone Number

Fax Number

E-mail

Supreme Court Reg No. (if any)

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.