

Instructions for filing a  
**“MOTION TO TERMINATE CURRENT CHILD SUPPORT”**  
(filed in an existing case)

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This packet contains three forms that must be used to request a termination of current child support. The forms enclosed are (A) “MOTION TO TERMINATE CURRENT CHILD SUPPORT,” (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 \$48.00 filing fee MUST be paid at the time of filing.**

**\*\*\*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 TERMINATE CURRENT CHILD SUPPORT**

(Fill out the form completely and entirely)

1. Header & Case Caption:
  - a. IN THE MATTER OF: is the minor child’s name.
  - b. **Plaintiff/Petitioner 1: Must be the same as the existing case caption.**
  - c. Case No.: current case number.
  - d. **Defendant/Petitioner 2/Respondent: Must be the same as the existing case caption.**

**\*\*\*NOTE: PLEASE ASK THE CLERK FOR THE CURRENT CASE CAPTION IF YOU ARE UNSURE.**

2. Enter your name, and indicate if you are the obligor or obligee.
3. Enter the date of the current child support order you are requesting to terminate. **You MUST attach a copy of the Court Order or Administrative Order to your motion.**
4. For No. 1 enter the date of the child support order you are asking to terminate and indicate if the order is in a Court Case by filling in the case number or if it is an Administrative Order by filling in the order number.
5. For No. 2 enter the amount of child support you were ordered to pay.
6. For No. 3 check all that apply. This is where you will indicate the reason your child support order should terminate.
7. You must include your signature, name, address and phone # at the end of the motion.

## **B. CERTIFICATE OF SERVICE**

1. Fill in the case caption as indicated above.
2. Enter your name and which document you are serving.
3. Enter the name of the party, their address, how you served them and the date served for each party to the case.
4. **Please indicate service to the Holmes County Child Support Enforcement Agency (HCCSEA).**
5. Sign and complete your demographic information 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 Motion. Said documents will be considered part of the Motion and will be served contemporaneously to the other parties.

## **FILING YOUR PAPERWORK**

After you have completed all the forms return them to the Juvenile Court Clerk's office on the 2<sup>nd</sup> floor of the Courthouse, Suite 202.

At this time you will be required to pay a \$48.00 filing fee.

## **NEXT STEP: INITIAL HEARING**

- The case will be set for an initial hearing, usually 2-3 weeks from the time of filing, depending on what the Court docket allows.
- Preparing for the hearing:
  - ◆ Dress appropriately as you would for a job interview.
  - ◆ Be prepared to tell the Judge or Magistrate in clear simple terms why you want to terminate the current child support order and why it is in the best interest of the child.

# The Court of Common Pleas

JUVENILE DIVISION  
HOLMES COUNTY, OHIO

**In the Matter of:**

**Case No.** \_\_\_\_\_  
(existing Case No.)

\_\_\_\_\_  
(Child's Name)

**JUDGE THOMAS C. LEE**

**MAGISTRATE JULIE DREHER**

\_\_\_\_\_  
**Plaintiff** (please use current case caption)

**vs**

\_\_\_\_\_  
**Defendant** (please use current case caption)

## MOTION TO TERMINATE CURRENT CHILD SUPPORT

I, \_\_\_\_\_ (name), the  obligor  obligee, hereby move this Court to terminate the order of support issued in this case on \_\_\_\_\_ (date). **A copy of the order is attached.**

1. I was ordered to pay support on \_\_\_\_\_ (date) in  Case Number \_\_\_\_\_  Administrative Order No. \_\_\_\_\_.
2. I was ordered to pay support in the amount of \_\_\_\_\_.
3. The child support order should terminate because: (check all that apply)
  - The child attains the age of majority.
  - The child ceases to attend an accredited high school on a full-time basis after attaining the age of majority.
  - A termination condition specified in the court child support order has been met for a child who reaches nineteen years of age.
  - The child was emancipated on \_\_\_\_\_ (date).
  - The child was adopted on \_\_\_\_\_ (date).
  - The obligee and I are married on \_\_\_\_\_ (date) and are living together.
  - The child died on \_\_\_\_\_ (date); a copy of the death certificate is attached.
  - The child was married on \_\_\_\_\_ (date).

MOTION TO TERMINATE CURRENT CHILD SUPPORT

- The child has enlisted in the armed services.
- The obligor received legal custody of the child on \_\_\_\_\_ (date) or a change in legal custody of the child has occurred; a copy of the court order is attached.
- The obligor died on \_\_\_\_\_ (date).
- Other appropriate reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

Respectfully submitted, \_\_\_\_\_  
Movant Signature

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 JULIE DREHER**

**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: Holmes County Child Support Enforcement Agency Served by:  Regular US Mail

Address: P.O. Box 72  Certified Mail

Millersburg, OH 44654  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: \_\_\_\_\_

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 JULIE DREHER**

\_\_\_\_\_  
**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.