



**RESOURCE CENTER
INSTRUCTION SHEET FOR PRO SE FILINGS
[Companionship Time]
[For Nonparent Use – Motion]**

WARNING

This Instruction Sheet provides you with a brief overview of the subject matter. It may not provide you with all the information that you require to be fully informed of the law that is applicable to your case. While the Resource Center can provide you with a limited amount of information, the Resource Center cannot provide you with legal advice, and this Instruction Sheet is not intended to provide you with legal advice that is applicable to your case. You must decide how to best use the information and instructions provided without the benefit of legal advice unless you retain an attorney.

Background - The Resource Center cannot provide you with any legal advice regarding the selection or preparation of legal forms. The Court's Help Center offers a few legal forms and information sheets for your consideration, which are included in this package. Before selecting, completing, and filing the legal forms offered to you in this package, the Resource Center recommends that you first seek legal advice from an attorney of your choosing or seek assistance from the Court's Help Center.

This package includes a Motion. A Motion should be selected if there is a legal proceeding in this Court regarding the minor child, no matter how long ago that legal proceeding was initiated. If a legal proceeding was never initiated in this Court regarding the minor child, then a Complaint should be selected. The Resource Center has other packages for Complaints.

General Instructions

1. All forms must be typed or completed with blue or black ink, and the printing must be legible.
2. The Motions offered in this package are intended for a Nonparent who has an interest in a minor child. If you are a Parent and you decide to file a Motion regarding custody or parenting time (i.e., "visitation" rights), then the Resource Center has another package for a Parent.
3. Certain documents must be notarized. Do not sign any document that must be notarized unless you are signing before a notary, including a deputy clerk, who is authorized to serve as a notary.
4. Do not present for filing any document in this package without first presenting to a deputy clerk (1) a government-issued photographic identification (e.g., a current driver's license or passport), and (2) evidence of current mailing address (e.g., recent utility bill, bank statement account, property tax bill, voter registration card).¹

¹ Rule 10 of the Geauga County Juvenile Court Local Rules.

5. Be prepared to pay a court cost deposit, which should not exceed \$50. A deputy clerk will accept cash, personal check, or credit card. If you are an “indigent,” then you may not be required to pay the court cost deposit. In that case prepare and file the Financial Disclosure Form (ODP-206R), together with the Motion. A deputy clerk can supply you with that form.²

The Forms

1. Motions

- a. **Motion to Intervene** – Before you may file a Motion for Custody in a private custody, you must first obtain permission from the Court to file that motion. You do so by first filing a Motion to Intervene (Form GC Juv 020A.1), which essentially is asking the Court’s permission to file your Motion for Custody.
- b. **Motion for Companionship Time** – You must prepare and attach to the Motion to Intervene a separate Motion for Companionship Rights (Form GC Juv 020C) may be used by a nonparent to obtain a court order for companionship time, rather than for custody, in three situations.

Key Notes

- If you are unsure whether the pending legal proceeding is a private custody case or a JFS case, a deputy clerk can provide you with that information.
- DO NOT insert a minor child’s name in the Motion. Only insert the child’s initials where appropriate. You will provide the Court with the minor child’s name and other pertinent information by preparing and filing a confidential document as explained below.
- **Type of Claim** – indicate on the first page of the Motion for Companionship Time (upper left) the basis for your right to companionship time.
 - R.C. 3109.051(B) – the case involves a child support claim
 - R.C. 3109.11 – the case involves a deceased unmarried mother or father (whose parental rights have been established).
 - R.C. 3109.12 – the case involves an unmarried mother or father (whose parental rights have been established).
- **Supporting Facts** – It is critical that you describe in detail the specific facts, in paragraph 3 of the Motion, which support your claim for a need to change custody or companionship time.
- **Emergency Order** – If you want the Court to issue an emergency custody order, then sure to check the box requesting an emergency order and the type of order (i.e., custody or companionship time).
- Generally, a Nonparent must first obtain the Court’s permission to be a party to a pending litigation before filing a motion or custody or companionship time. Thus, a Motion to Intervene must be filed.

² Rule 5 of the Geauga County Juvenile Court Local Rules.

2. INSTRUCTIONS FOR SERVICE - Form GC JF 7.0 (Request for Service).

Key Notes

- A deputy clerk must provide all persons, who have a direct interest in the matter and the minor child,³ a copy of the Motion, which may include attorneys and a guardian ad litem. This form must be prepared and filed by you in order to give the deputy clerk the necessary information and directions. If you are unsure who are the parties or their attorneys, then a deputy clerk should be able to provide you with their names and addresses.

3. ALLEGATION AFFIDAVIT – Form GC Juv 038 (Affidavit)

Key Notes

- If you are requesting in the Motion that the Court issue an emergency (ex parte) custody or companionship time order, then you should prepare and file with the Motion an affidavit that sets forth specific facts, which support your allegation that there is an emergency regarding the minor child and thus the Court should issue an immediate emergency order.

4. CONFIDENTIAL INFORMATION – Form GC JF 5.0 (Disclosure of Confidential Child Information).

Key Notes

- The purpose of this form is to keep confidential the identity of minor children. Accordingly, this form is not a public record and will be kept in a separate confidential file.

Help Center Information Sheets

Before preparing and filing any pleading or other documents with the Court, you should read the following Help Center Information Sheets that may be applicable, which can be obtained from the Court’s website, the Resource Center, or the Help Center.

- Nonparent Rights
- Child Support
- Jurisdiction of Ohio Juvenile Courts
- Temporary Emergency Jurisdiction

³ Again, see Rule 2(Y) of the Ohio Rules of Juvenile Procedure.

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

In Re: _____
A Minor

Case No. _____

I.D. No. _____

MOTION TO INTERVENE

Filed by: _____ and _____

1. This Motion to Intervene, which is filed pursuant to Civ.R. 24, relates to the minor child(ren), whose initials are set forth below and whose name, date of birth, and current address are described in a separate confidential document filed with the Court, (the "Children.").

Minor Children Initials: _____

2. I am/we are related to the Child(ren), and have an interest in the welfare of the Children, as follows: _____

3. Other:

4. The court order requested below is in the best interest of the Child(ren).

Request

- 5. I/we request that the Court issue an order permitting I/we (i) to intervene and be made a party in this matter and (ii) to file a Motion, a copy of which is attached to this Motion to Intervene.

Your Signature

Your Signature

Print Name

Print Name

Street

Street

City, State, Zip Code

City, State, Zip Code

Telephone

Telephone

MEMORANDUM IN SUPPORT
[Juvenile Rule 19]

1. JuvR. 2(Y) allows the court, in its discretion, to designate a person as a party to a juvenile court proceeding. The juvenile court may rely upon Civ.R. 24 when permitting a person, who is not automatically included as a party under Juv.R. 2(Y), to intervene in a court proceeding, and required that person to file a motion to intervene in a court proceeding if that third-party has in interest in the matter. See *In Re R.B.*, 2020-Ohio-5134 (3rd App. Dist.)

**Court of Common Pleas
Juvenile Division
Geauga County, Ohio**

In Re _____

Case # _____

REQUEST FOR SERVICE

ID # _____

Judge Timothy J. Grendell

Please serve the following document: _____.

Name: _____

Address: _____

Certified Mail/Return Receipt Sheriff/Constable by Personal or Residence

Other _____

Name: _____

Address: _____

Certified Mail/Return Receipt Sheriff/Constable by Personal or Residence

Other _____

Name: _____

Address: _____

Certified Mail/Return Receipt Sheriff/Constable by Personal or Residence

Other _____

Name: _____

Address: _____

Certified Mail/Return Receipt Sheriff/Constable by Personal or Residence

Other _____

Print Name: _____

Telephone: _____

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

In Re: _____
A Minor

Case No. _____

I.D. No. _____

MOTION FOR COMPANIONSHIP RIGHTS

R.C. 3109.051(B)

R.C. 3109.11

R.C. 3109.12

Filed by: _____ and _____

- 1. This Motion concerns the minor child(ren), whose initials are set forth below and whose name, date of birth, and current address are described in a separate confidential document filed with the Court, (the "Children.").

Minor Children Initials: _____

- 2. I am/we are related to the Child(ren), and have an interest in the welfare of the Children, as follows: _____

- 3. The supporting facts for my request are:

- 4. Other:

- 5. The court order requested below is in the best interest of the Child(ren).

Request

6. I/we request that this Court (select as applicable):

- grant me/us reasonable companionship rights regarding the Child(ren);
- grant me/us reasonable temporary companionship rights regarding the Child(ren);
- Other:

I/we seek such additional relief as the Court determines appropriate in law or in equity.

Your Signature

Your Signature

Print Name

Print Name

Telephone

Telephone

MEMORANDUM IN SUPPORT
[Juvenile Rule 19]

1. A grandparent, any person related to the child by consanguinity or affinity, or any other person other than a parent may seek a companionship order under R.C. 3109.051(B), if there is a pending child support order,
2. The parents and other relatives of the deceased father or mother may seek a companionship order under R.C. 3109.11, if there is a deceased parent.
3. A parent or other relative of an unmarried woman may seek a companionship order under R.C. 3109.12. Moreover, if paternity is established, a parent or other relative of the father may seek a companionship order under R.C. 3109.12

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

In Re: _____
A Minor

Case No. _____

I.D. No. _____

AFFIDAVIT

Judge Timothy J. Grendell

I, _____, state the following:

State of Ohio
County of Geauga

Your Signature

Sworn to or affirmed and subscribed before me by _____, this
____ day of _____, 20__.

Notary Public

**Court of Common Pleas
Juvenile Division
Geauga County, Ohio**

In Re _____

Case # _____

REQUEST FOR SERVICE

ID # _____

Judge Timothy J. Grendell

Please serve the following document: _____.

Name: _____

Address: _____

Certified Mail/Return Receipt Sheriff/Constable by Personal or Residence

Other _____

Name: _____

Address: _____

Certified Mail/Return Receipt Sheriff/Constable by Personal or Residence

Other _____

Name: _____

Address: _____

Certified Mail/Return Receipt Sheriff/Constable by Personal or Residence

Other _____

Name: _____

Address: _____

Certified Mail/Return Receipt Sheriff/Constable by Personal or Residence

Other _____

Print Name: _____

Telephone: _____

IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
GEAUGA COUNTY, OHIO

In Re: _____
A Minor

Case No. _____

I.D. No. _____

DISCLOSURE OF CONFIDENTIAL
CHILD INFORMATION

Judge Timothy J. Grendell

Filed by: _____

The following is CONFIDENTIAL information concerning the identity of Child(ren), who are identified in this court proceeding by their initials, and the parents.

1. Initials: _____ Child's Name: _____ D.O.B. _____
Child's Address: _____ Custodian _____
Father is: _____ D.O.B _____ Paternity Established [] Yes [] No

2. Initials: _____ Child's Name: _____ D.O.B. _____
Child's Address: _____ Custodian _____
Father is: _____ D.O.B _____ Paternity Established [] Yes [] No

3. Initials: _____ Child's Name: _____ D.O.B. _____
Child's Address: _____ Custodian _____
Father is: _____ D.O.B _____ Paternity Established [] Yes [] No

4. Initials: _____ Child's Name: _____ D.O.B. _____
Child's Address: _____ Custodian _____
Father is: _____ D.O.B _____ Paternity Established [] Yes [] No

5. Initials: _____ Child's Name: _____ D.O.B. _____
Child's Address: _____ Custodian _____
Father is: _____ D.O.B _____ Paternity Established [] Yes [] No

Mother is: _____ D.O.B. _____

Dated: _____

Signature