



CUYAHOGA COUNTY COURT OF COMMON PLEAS  
DIVISION OF DOMESTIC RELATIONS

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THE STATE OF OHIO  
Cuyahoga County

IN THE COURT OF COMMON PLEAS  
**INSTRUCTIONS FOR SERVICE**

\_\_\_\_\_  
v.  
\_\_\_\_\_

Case No. DR \_\_\_\_\_

Judge \_\_\_\_\_

Method of Service

CERTIFIED MAIL

ORDINARY MAIL

REGISTERED MAIL

PERSONAL (Please specify type)

RESIDENCE (Please specify type)

CUYAHOGA COUNTY SHERIFF

CUYAHOGA COUNTY SHERIFF

OUT OF COUNTY SHERIFF \_\_\_\_\_

OUT OF COUNTY SHERIFF \_\_\_\_\_

PROCESS SERVER \_\_\_\_\_

PROCESS SERVER \_\_\_\_\_

Name and Address of Party to Serve:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Filing Party/ Attorney of Record

## INSTRUCTIONS FOR COMPLETING AND FILING MOTION FOR COURT HEARING

Caption: On the line labeled "Plaintiff/Petitioner-01" fill in the name of the same person who was the original Plaintiff or Petitioner-01 when the case was first filed.

On the line labeled "Defendant/Petitioner-02/Respondent fill in the name of the person who was the original Defendant, Petitioner-02 or Respondent when the case was first filed.

Fill in the same case number and judge assigned by the Clerk of Courts when the case was first filed.

Paragraph 1: Fill in your name on the blank line in the first paragraph.

Paragraph 2: Prepare and attach a Notarized Affidavit (last page) specifically stating the reason(s) why you want a court hearing.

Signature: Print your name on the first line, sign it on the second line, and print your address and daytime telephone number.

### FILING THE MOTION FOR COURT HEARING

File the motion with the [Clerk of Court](#) located in Room 35 on the ground floor of the Cuyahoga County Courthouse, 1 Lakeside Avenue, Cleveland, Ohio 44113. You will be required to pay a "filing fee" to the Clerk of Court at the time you file the motion. Please refer to [Local Rule 1](#) of this Court's Rules for the correct amount.

### SERVICE

The Court cannot consider your motion unless it has been "served" on your spouse. The motion you file must be "served" by the Clerk of Court (not by you). A commonly used method of service is by certified mail. You must instruct the Clerk to do this by filing "[Instructions for Service](#)".

If the mail is returned to the Clerk from the Postal Service as unclaimed or refused, that information is posted on the "[docket](#)" in your case, and you will be notified by postcard. You must then instruct the Clerk to send service by ordinary mail. To do this, you must file a new "Instructions for Service" form, with a copy of the motion attached, requesting that service be made by regular mail.

**PLEASE NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE SERVICE IS COMPLETED. THIS WEBSITE DOES NOT EXPLAIN OTHER LEGAL METHODS OF SERVICE. FOR FURTHER INFORMATION REFER TO RULES 4 THROUGH 4.6 OF THE OHIO RULES OF CIVIL PROCEDURE.**

**COURT OF COMMON PLEAS  
DIVISION OF DOMESTIC RELATIONS  
CUYAHOGA COUNTY, OHIO**

PLAINTIFF/PETITIONER-01	:	CASE NO. DR: _____
ADDRESS	:	
CITY/STATE/ZIP	:	
vs.	:	JUDGE _____
DEFENDANT/PETITIONER-02	:	<b>MOTION FOR COURT HEARING</b>
RESPONDENT	:	<b>(JUDICIAL REVIEW)</b>
ADDRESS	:	
CITY/STATE/ZIP	:	

Now comes \_\_\_\_\_ and respectfully moves this Honorable Court to schedule and conduct a judicial hearing pursuant to R.C. 3119.64 to determine whether the revised amount of child support calculated by the Cuyahoga Job and Family Services (CJIS), Office of Child Support Services (OCSS) pursuant to R.C. 3119.63 is the appropriate amount and whether the amount of child support being paid under the court child support order should be revised.

The revised amount of support is set forth in the Administrative Findings and Recommendations issued by the CJIS-OCSS.

The reason(s) for this request is/are stated in the attached affidavit.

Respectfully submitted,

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
MOBILE TELEPHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

Case Number: \_\_\_\_\_

**STATEMENT IN SUPPORT**

**This statement is made by:** \_\_\_\_\_ *(insert name)*

- 1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
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\_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATEMENT OF TRUTH**

The information above is true, complete, and accurate to the best of my knowledge. I understand that knowingly providing false information in this document may result in a contempt of court finding against me which could result in a jail sentence and fine, or criminal penalties under R.C. 2921.13.

\_\_\_\_\_  
Signature