

**List of Pro Se Filings at COSHOCTON PUBLIC LIBRARY provided by  
Southeastern Ohio Legal Services**

**Your best course of action is to consult an attorney, as an attorney can be the best investment you can make in the best interest of your child(ren).**

If you feel you cannot afford an attorney, you may contact **Southeastern Ohio Legal Services** at **1-800-686-3670**, to request their services. If they are unable to represent you, they may be able to answer any legal questions you have and/or send you a packet of forms required. You may also obtain the proper forms provided by Southeastern Ohio Legal Services at the Coshocton Public Library, 655 Main Street, Coshocton, Ohio 43812.

**Such Forms Include: (partial listing)**

- B** Motion for Contempt (requesting that a party be found in contempt of Court Order)
- C** Custodial Parent Relocating (used to give notice of intent to relocate or move)
- D** Agreed Petition for Custody (agreed change of custody & no prior court order)
- E** Agreed Petition for Custody Three Parties involved & giving custody to third party
- F** Complaint for Custody (NO AGREEMENT)
- G** Agreed Motion for Change of Custody (Parties agree & there is prior court order)
- H** Motion for Change of Custody (NO AGREEMENT)
- M** PETITION TO ESTABLISH VISITATION (For parents and non-parents)
- O** MOTION TO MODIFY VISITATION (To modify an existing court order)

**Do not write on the back of any of your papers**

- a. The complaint or motion must be neat and fully completed with names, addresses of all parties, and the names and birthdates of each child. A separate filing for each child is required. If there is an existing case in Juvenile Court, please refer to that case number and caption that filing with the parties' names as they appear on your current orders.
- b. You must properly and fully complete the forms and they must be notarized.
- c. You must pay a \$70.00 filing fee for each case. If you are indigent, that is, not able to afford to pay the filing fee, you must complete a **Financial Disclosure / Affidavit of Indigence**, provided in the packet obtained at the Library. This must be notarized as well.

If any of the above documents are not completed properly and are not on standard 8½" by 11" sheets of paper and cannot be read by Court personnel, the filing may be rejected by the Court. You should, therefore, make an extra copy of any form that you intend to file with the Court. You should use one copy of the form to do a rough draft and the second copy of the form to complete neatly for filing with the Court.

**Court staff cannot provide legal advice as they are not attorneys.** They are employees of the Court and must treat both sides fairly. It is unfair and illegal for them to help either party. They can answer questions about Court procedure and rules, but **may not assist** in the completion of paperwork.

**Please read your filing CAREFULLY before submitting it to the Court, as the Magistrate can ONLY address the issues you have requested in writing.**

**Once you have filed with the Court, a pre-hearing conference will be scheduled with the Magistrate and a file-stamped copy will be served upon all parties by Certified Mail.**