

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

Case No.: \_\_\_\_\_

**DISCLOSURE OF PERSONAL IDENTIFIER INFORMATION**

**CHILDREN'S INFORMATION**

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

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

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

DOB: \_\_\_\_\_

DOB: \_\_\_\_\_

DOB: \_\_\_\_\_

**FILING PARTY**

NAME \_\_\_\_\_  
LAST MI FIRST

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

**OTHER PARTY**

NAME \_\_\_\_\_  
LAST MI FIRST

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

**OTHER PARTY**

NAME \_\_\_\_\_  
LAST MI FIRST

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

**Additional Party / Child Information on reverse**

**CHILDREN'S INFORMATION**

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

DOB: \_\_\_\_\_ DOB: \_\_\_\_\_ DOB: \_\_\_\_\_

**OTHER PARTY**

NAME \_\_\_\_\_  
                    LAST                                      MI                                      FIRST

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE NO. \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

**OTHER PARTY**

NAME \_\_\_\_\_  
                    LAST                                      MI                                      FIRST

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE NO. \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

**OTHER PARTY**

NAME \_\_\_\_\_  
                    LAST                                      MI                                      FIRST

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE NO. \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

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

Plaintiff	:	Case No.	
Street Address	:	Judge	<b>JASON W. GIVEN</b>
City, State and Zip Code	:	Magistrate	<b>LISA M. CHRISTENSEN</b>
<b>vs.</b>	:		
Defendant	:		
Street Address	:		
City, State and Zip Code	:		
<b>and</b>			
Defendant	:		
Street Address	:		
City, State and Zip Code	:		

**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 to request the enforcement of a Court order and hold the other party in contempt for violating the Court order. A proposed Show Cause Order and Notice (Uniform Domestic Relations Form 25/Uniform Juvenile Form 4) must be filed with this Motion. 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.**

**MOTION FOR CONTEMPT, AFFIDAVIT, AND INSTRUCTIONS FOR SERVICE**

Now comes \_\_\_\_\_ (name), the Movant, and requests an order for \_\_\_\_\_ (other party's name) to appear and show cause why he/she should not be held in contempt for violating a Court order regarding the following: *(check all that apply)*

1.  Interference with parenting time or other parenting orders filed on \_\_\_\_\_ (date), as follows: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
2.  Failure to pay child support as required by the order filed on \_\_\_\_\_ (date). The total arrearage owed is \$\_\_\_\_\_ as reflected in the attached printout from the County Child Support Enforcement Agency.
  
3.  Failure to pay spousal support as required by the order filed on \_\_\_\_\_ (date). The total arrearage owed is \$\_\_\_\_\_ as reflected in the attached printout from the County Child Support Enforcement Agency, if spousal support is paid through the agency.
  
4.  Failure to pay or reimburse health care expenses incurred for the minor child(ren) as required by the order filed on \_\_\_\_\_ (date). The total amount owed is \$\_\_\_\_\_ as reflected in the attached Explanation of Health Care Bills (Uniform Domestic Relations Form 29/Uniform Juvenile Form 8).
  
5.  Failure to comply with the Court's order(s) filed on \_\_\_\_\_ (date) regarding: *(check all that apply)*
  - Transfer of real estate, as follows: \_\_\_\_\_  
 \_\_\_\_\_
  - Payment of debt, as follows: \_\_\_\_\_  
 \_\_\_\_\_
  - Refinance of debt, as follows: \_\_\_\_\_  
 \_\_\_\_\_
  - Distribution of personal property, as follows: \_\_\_\_\_  
 \_\_\_\_\_
  - Other: *(specify)* \_\_\_\_\_  
 \_\_\_\_\_

Movant requests that the Court order the following: *(check all that apply)*

- Finding \_\_\_\_\_ (other party's name) in contempt of Court;
  - Assessing reasonable attorney fees;
  - Assessing Court costs of the proceedings;
- and any further relief deemed proper.

\_\_\_\_\_  
Attorney or Self Represented Party Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Supreme Court Reg No. (if any)

**OATH OR AFFIRMATION**  
*(Do not sign until Notary Public is present)*

I, \_\_\_\_\_ (name), swear or affirm that I have read this document and, to the best of my knowledge and belief, the facts and information stated in this document are true, accurate and complete. I understand that if I do not tell the truth, I may be subject to penalties for perjury.

\_\_\_\_\_  
Signature

STATE OF \_\_\_\_\_ )  
) SS  
COUNTY OF \_\_\_\_\_ )

Sworn to or affirmed before me by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

Commission Expiration Date: \_\_\_\_\_

(Affix seal here)

## INSTRUCTIONS TO THE CLERK

To the Clerk of Courts:

Please serve the Motion for Contempt, Affidavit, Show Cause Order and Notice and Instructions to the Clerk on the following party as I have indicated below:

\_\_\_\_\_ Plaintiff/Defendant/Petitioner/Respondent/Other Party by:

- Certified Mail, Return Receipt Requested
- Issuance to Sheriff of \_\_\_\_\_ County, Ohio for  Personal or  Residence service
- Other: (*specify*) \_\_\_\_\_

\_\_\_\_\_  
Signature



**ELIGIBILITY FOR SERVICES**

**2021 TANF**

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

Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

*To be eligible for TANF services the assistance group must include a minor child under age 18, full-time student, or pregnant individual. Services are also available to non-custodial parents of a minor eligible child who resides in the county but does not live in the same household as the minor child. An eligible family may consist of a pregnant individual or minor child who resides with parent, caretaker relative, legal guardian, or legal custodian. An eligible child may be "temporarily absent" from the home, up to six months, with a case plan for reunification. In order to receive services, a member of the assistance group must be a citizen of the United States or a qualified alien.*

**In addition, to qualify for the TANF services, the family must meet at least one of the following criteria. Check all that apply:**

**Items 1 & 2 are with regard to income and need to be verified:**

- 1. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.
  - a. The family is receiving OWF/Food Stamps/Medicaid  Yes – attach Print-out  No
  - b. Family meets 200% of the federal poverty guideline  Yes – Income Attached  No
- 2. End dependence of needy parents on government benefits by promoting job preparation, work and marriage.
  - a. The family is receiving OWF/Food Stamps/Medicaid  Yes  No
  - b. Family meets 200% of the federal poverty guideline  Yes – Income Attached  No

**200% Federal Poverty Guideline (effective 2020)**

Family Size	1	2	3	4	5	6	7	8
Monthly Income Limit	\$2127	\$2873	\$3620	\$4367	\$5113	\$5860	\$6607	\$7353

**Items Below are response boxes only for JFS Determination ONLY:**

- YES, party signing is TANF eligible, documentation attached
- NO, party signing does not receive above services, other factors may determine eligibility.

\_\_\_\_\_  
 JFS Agency Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Applicant

## FINANCIAL DISCLOSURE FORM

(\$25.00 application fee may be assessed—see notice on reverse side)

### I. PERSONAL INFORMATION

Applicant's Legal Name		Applicant's Preferred Name and Pronoun			D.O.B.
Mailing Address				City	
State	Zip Code	Case No.	Phone ( ) -	Cell Phone ( ) -	
SSN Last 4	Gender	Race (double-click to de-select)			
		American Indian or Alaska Native Spanish or Latino	Asian White	Black or African American Other	Native Hawaiian or Pacific Islander

### II. OTHER PERSONS LIVING IN HOUSEHOLD

Name	D.O.B.	Relationship	Name	D.O.B.	Relationship
1)			3)		
2)			4)		

### III. PRESUMPTIVE ELIGIBILITY

The appointment of counsel is presumed if the person represented meets any of the qualifications below. Please place an 'X'

Ohio Works First / TANF: \_\_\_\_ SSI: \_\_\_\_ SSD: \_\_\_\_ Medicaid: \_\_\_\_ Poverty Related Veterans' Benefits: \_\_\_\_ Food Stamps: \_\_\_\_

Refugee Settlement Benefits: \_\_\_\_ Incarcerated in state penitentiary: \_\_\_\_ Committed to a Public Mental Health Facility: \_\_\_\_

Other (please describe): \_\_\_\_\_ Juvenile: \_\_\_\_ (if juvenile, please continue at Section VIII)

### IV. INCOME AND EMPLOYER

	Applicant	Spouse <small>(Do not include spouse's income if spouse is alleged victim)</small>	Total Income
Gross Monthly Employment Income	\$	\$	\$
Unemployment, Worker's Compensation, Child Support, Other Types of Income	\$	\$	\$
<b>TOTAL INCOME</b>			\$

Employer's Name: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Employer's Address: \_\_\_\_\_

### V. LIQUID ASSETS

Type of Asset	Estimated Value
Checking, Savings, Money Market Accounts	\$
Stocks, Bonds, CDs	\$
Other Liquid Assets or Cash on Hand	\$
<b>Total Liquid Assets</b>	\$

### VI. MONTHLY EXPENSES

Type of Expense	Amount	Type of Expense	Amount
Child Support Paid Out	\$	Telephone	\$
Child Care (if working only)	\$	Transportation / Fuel	\$
Insurance (medical, dental, auto, etc.)	\$	Taxes Withheld or Owed	\$
Medical / Dental Expenses or Associated Costs of Caring for Infirm Family Member	\$	Credit Card, Other Loans	\$
Rent / Mortgage	\$	Utilities (Gas, Electric, Water / Sewer, Trash)	\$
Food	\$	Other (Specify)	\$
<b>EXPENSES</b>	\$	<b>EXPENSES</b>	\$

### VII. DETERMINATION OF INDIGENCY

If applicant's Total Income in Section IV is at or below 187.5% of the Federal Poverty Guidelines, counsel must be appointed.

For applicants whose Total Income in Section IV is above 125% of the Federal Poverty Guidelines, see recoupment notice in Section XI.

If applicant's Liquid Assets in Section V exceed figures provided in OAC 120-1-03, appointment of counsel may be denied if applicant can employ counsel using those liquid assets.

If applicant's Total Income falls above 187.5% of Federal Poverty Guidelines, but applicant is financially unable to employ counsel after paying monthly expenses in Section VI, counsel must be appointed.



**VIII. \$25.00 APPLICATION FEE NOTICE**

By submitting this Financial Disclosure Form, you will be assessed a non-refundable \$25.00 application fee unless waived or reduced by the court. If assessed, the fee is to be paid to the clerk of courts within 7 days of submitting this form to the entity that will make a determination regarding your indigency. No applicant may be denied counsel based upon failure or inability to pay this fee.

**IX. APPLICANT CERTIFICATION**

I, \_\_\_\_\_ (applicant or alleged delinquent child) state:

1. I am financially unable to retain private counsel without substantial hardship to me or my family.
2. I understand that I must inform the public defender or appointed attorney if my financial situation should change before the disposition of the case(s) for which representation is being provided.
3. I understand that if it is determined by the county or the court that legal representation should not have been provided, I may be required to reimburse the county for the costs of representation provided. Any action filed by the county to collect legal fees hereunder must be brought within two years from the last date legal representation was provided.
4. I understand that I am subject to criminal charges for providing false financial information in connection with this application for legal representation, pursuant to Ohio Revised Code sections 120.05 and 2921.13.
5. I hereby certify that the information I have provided on this financial disclosure form is true to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**X. JUDGE CERTIFICATION**

I hereby certify that the above-noted applicant is unable to fill out and/or sign this financial disclosure for the following reason: \_\_\_\_\_. I have determined that the party represented meets the criteria for receiving court-appointed counsel.

\_\_\_\_\_  
Judge's Signature

\_\_\_\_\_  
Date

**XI. NOTICE OF RECOUPMENT**

R.C. 120.03 allows for county recoupment programs. Any such program may not jeopardize the quality of defense provided or act to deny representation to qualified applicants. No payments, compensation, or in-kind services shall be required from an applicant or client whose income falls below 125% of the federal poverty guidelines. See OAC 120-1-05.

Through recoupment, an applicant or client may be required to pay for **part** of the cost of services rendered, if he or she can reasonably be expected to pay. See R.C. 2941.51(D)

**XII. JUVENILE'S PARENTS' INCOME\* – FOR RECOUPMENT PURPOSES ONLY – NOT FOR APPOINTMENT OF COUNSEL**

	Custodial Parents' Income (Do not include parents' income if parent or relative is alleged victim)	Total
Employment Income (Gross)	\$ _____	\$ _____
Unemployment, Workers Compensation, Child Support, Other Types of Income	\$ _____	\$ _____
	<b>TOTAL INCOME</b>	\$ _____

\*Please complete Section VI on page 1 of this form if you would like the court to consider your monthly expenses when determining the amount of recoupment which you can reasonably be expected to pay.

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

**IN THE MATTER OF:**

\_\_\_\_\_  
 A Minor (date of birth)

\_\_\_\_\_  
 Plaintiff

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

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

Judge

\_\_\_\_\_  
**JASON W. GIVEN**

\_\_\_\_\_  
 City, State and Zip Code

**vs.**

Magistrate

\_\_\_\_\_  
**LISA M. CHRISTENSEN**

\_\_\_\_\_  
 Defendant

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

\_\_\_\_\_  
 City, State and Zip Code

**and**

\_\_\_\_\_  
 Defendant

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

\_\_\_\_\_  
 City, State and Zip Code

**AFFIDAVIT OF INABILITY TO PREPAY COURT COSTS**

I, \_\_\_\_\_ (name), being duly cautioned and sworn, depose and state:

1. That I am a party in interest in the above-captioned action; that I have a meritorious cause of action but am unable to give security or a cash deposit to secure costs.
2. That I am unable to afford the hiring of an attorney to represent me in this matter.
3. That I own no liquid assets or property of any substantial value to prepay costs.

\_\_\_\_\_  
 Your signature

STATE OF \_\_\_\_\_ )  
 ) SS  
 COUNTY OF \_\_\_\_\_ )

Sworn to or affirmed before me by \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(Affix seal here)

\_\_\_\_\_  
 Notary Public

\_\_\_\_\_  
 Printed Name of Notary Public

Commission Expiration Date: \_\_\_\_\_

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

**IN THE MATTER OF:**

A Minor		(date of birth)			
Plaintiff	:	:	Case No.		
Street Address	:	:	Judge	<b>JASON W. GIVEN</b>	
City, State and Zip Code	:	:	Magistrate	<b>LISA M. CHRISTENSEN</b>	
<b>vs.</b>	:	:			
Defendant	:	:			
Street Address	:	:			
City, State and Zip Code	:	:			
<b>and</b>					
Defendant	:	:			
Street Address	:	:			
City, State and Zip Code	:	:			

**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 Parentage, Allocation of Parental Rights and Responsibilities
- 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
- Parenting Plan
- Shared Parenting Plan
- Affidavit of Income and Expenses
- 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/Respondent at \_\_\_\_\_ (address) by:
  - Certified Mail, Return Receipt Requested
  - Issuance to Sheriff of \_\_\_\_\_ County, Ohio for  Personal or  Residence service
  - Other: (*specify*) \_\_\_\_\_

- Plaintiff/Petitioner at \_\_\_\_\_ (address) by:
  - Certified Mail, Return Receipt Requested
  - Issuance to Sheriff of \_\_\_\_\_ County, Ohio for  Personal or  Residence service
  - Other: (*specify*) \_\_\_\_\_

- \_\_\_\_\_ 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*) \_\_\_\_\_

SPECIAL INSTRUCTIONS TO SHERIFF:

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\_\_\_\_\_  
Attorney or Self Represented Party Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Supreme Court Reg No. (if any)