INSTRUCTIONS FOR COMPLETING AND FILING MOTION TO TERMINATE CURRENT SUPPORT

Caption: On the line labeled "Plaintiff/Petitioner-01" write 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 write the name of the person who was the original Defendant, Petitioner-02 or Respondent when the case was first filed.

Use the same case number that was assigned by the Clerk of Courts when the case was first filed. Write the name of the same Judge also.

Paragraph 1: Write your name and whether you are "Plaintiff", "Defendant", etc. on the first line and the date the support order was issued on the second line. (This date is in the stamp marked "Received for Filing" on the last page of the last order.)

Paragraph 2: You must prepare and attach a Notarized Affidavit (last page of this packet) specifically explaining the reason(s) why the support order should end. You must also state in the affidavit whether you or the other person to the to the order received public assistance while the order was in effect.

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

FILING THE MOTION TO TERMINATE CURRENT SUPPORT

You must file the motion with the Clerk of Court located on the first floor of the Justice Center, 1200 Ontario Street, Cleveland, Ohio 44113-1664. 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 a motion unless it has been "served" on the other party to your case. The motion you file must be "served" by the Clerk of Courts (not by you) by certified mail. You must instruct the Clerk to do this by filing "Instructions for Service" (found on this website) with the Clerk of Courts.

If the mail is returned to the Clerk from the Postal Service as unclaimed or refused, that information is placed on the "docket" in your case, and you will be notified by post card. 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

_____	:	CASE NO. DR: _____
PLAINTIFF/PETITIONER-01		
_____		
ADDRESS		
_____		
CITY/STATE/ZIP		
	:	
vs.		JUDGE _____
	:	
_____		
DEFENDANT/PETITIONER-02	:	**MOTION TO TERMINATE**
RESPONDENT		**SUPPORT ORDER**
_____	:	
ADDRESS		
_____	:	
CITY/STATE/ZIP		

Now comes **_____,** and moves this Honorable Court for an order terminating the support order issued by this Court on _____.

The reason(s) in support of this motion are stated in the attached affidavit.

Respectfully submitted,

_____
PRINT NAME

_____
SIGNATURE

_____
ADDRESS

_____
CITY, STATE, ZIP CODE

_____
DAYTIME TELEPHONE NUMBER

STATE OF OHIO)
) SS: AFFIDAVIT
CUYAHOGA COUNTY)

I, _____, having been first duly sworn according to law, hereby state and depose that:

1. _____
_____
_____

2. _____
_____
_____

3. _____
_____
_____

4. _____
_____
_____

FURTHER AFFIANT SAYETH NAUGHT.

_____
SIGNATURE

Sworn to and subscribed before me this _____ day of _____, 20____.

_____
NOTARY PUBLIC

NOTARY SEAL