

## INSTRUCTIONS FOR COMPLETING AND FILING A GENERAL PURPOSE MOTION

If you have a pending case, and you want the Court to take some particular action in your case or allow you to do something related to your case, you may use this General Purpose Motion to make the request. The General Purpose Motion must be supported by an Affidavit stating the reason(s) why you believe the Court should take the action, or allow you to do something related to the case.

**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. The same Judge should also be written in.

Give the Motion a title.

**Paragraph 1:** Write your name after "Now comes..." and describe the action you would like the Court to take.

**Paragraph 2:** You must prepare and attach a Notarized Affidavit (last page) specifically stating the reason(s) why you seek the court's action.

**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

You must file the motion with the [Clerk of Court](#) located on the ground floor of the County Courthouse, 1 W. Lakeside Avenue, Cleveland, Ohio 44113.

### CERTIFICATE OF SERVICE

You must mail a copy of the motion to the other party. If the other party has a lawyer who has appeared for him or her or filed papers on his or her behalf regarding the pending matter, you must send a copy of the motion to that lawyer. To certify that you have done so, you must attach a Certificate of Service to the motion. A form is included in this packet. Fill in the name and address in the spaces provided, and sign the form.

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

\_\_\_\_\_ : CASE NO. DR \_\_\_\_\_  
PLAINTIFF/PETITIONER-01

\_\_\_\_\_ :  
ADDRESS JUDGE \_\_\_\_\_

\_\_\_\_\_ :  
CITY/STATE/ZIP

vs.

**MOTION TO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ :  
DEFENDANT/PETITIONER-02  
RESPONDENT

\_\_\_\_\_ :  
ADDRESS

\_\_\_\_\_ :  
CITY/STATE/ZIP

Now comes \_\_\_\_\_, and moves this Honorable Court to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Respectfully submitted,

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

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

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

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

**CERTIFICATE OF SERVICE**

I certify that I mailed a copy of the attached Motion by ordinary U.S. mail on \_\_\_\_\_, 20\_\_ to:

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

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

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

\_\_\_\_\_  
SIGNATURE

STATE OF OHIO )  
 )  
CUYAHOGA COUNTY )

SS: AFFIDAVIT

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