

INSTRUCTIONS FOR COMPLETING AND FILING MOTION TO DETERMINE SUPPORT ARREARAGE

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 line in the first paragraph.

Paragraph 2: You must prepare and attach a Notarized Affidavit (last page) specifically stating the reason(s) why you need to have the arrearage determined. You must also state in the affidavit whether you or the other party 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 DETERMINE SUPPORT ARREARAGE

You must file the motion with the [Clerk of Court](#) located in Room 35 on the ground floor of the Cuyahoga County Courthouse, 1 W. Lakeside Ave., 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 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 posted on the "[docket](#)" in your case, and you will be notified by post card. You must then instruct the Clerk to send a copy of your motion by "ordinary mail". To do this, you must file a new "Instructions for Service" form requesting that service be made by "ordinary mail", and give the Clerk another copy of the motion.

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	:	MOTION TO DETERMINE SUPPORT ARREARAGE
RESPONDENT	:	
ADDRESS	:	
CITY/STATE/ZIP	:	

Now comes _____, and moves this Honorable Court for an order determining the amount of support arrearages owed in this case.

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

STATE OF OHIO)
)
CUYAHOGA COUNTY)

SS: AFFIDAVIT

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

- 1. _____

- 2. _____

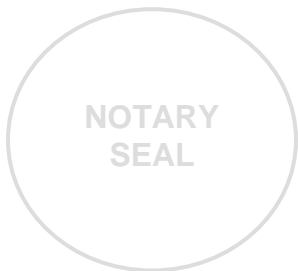
- 3. _____

- 4. _____

FURTHER AFFIANT SAYETH NAUGHT.

SIGNATURE

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



NOTARY PUBLIC