

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

**FILING PRO SE**

[Acting As Your Own Attorney]

The Greene County Juvenile Court is committed to providing our clients, and the community, with the best possible customer service. The information, and the forms that follow, are meant as a guide to assist you in filing certain types of cases “pro se,” or acting as your own attorney. Our office is prohibited by law from giving any legal advice or opinions on your case, including telling you what specifically you should write on your pro se forms or pleadings. Please note, throughout the court process, you will be held to the same standards and requirements as an attorney who is properly licensed and registered to practice law.

Please read the following information about our pro se process, as well as the instructions that have been prepared regarding paternity, custody, visitation, parenting time, and support matters.

**If you are not sure what to file, or if you have questions about issues in your case, we recommend you speak with a private attorney.**

If you need assistance completing the forms, the Greater Dayton Volunteer Lawyers Project or the Kinship Caregiver Coalition, may assist you, provided you meet their individual guidelines.

**Attorneys**

If you decide you want to have an attorney represent you, you are responsible for contacting and retaining an attorney. You do not necessarily need to have an attorney to begin your case, but may, instead, choose to file pro se, then retain an attorney to represent you after the fact. **The Juvenile Court will not appoint attorneys in civil matters** (custody, visitation, etc.). You may qualify for appointed counsel ONLY if you are indigent (below the poverty level) **and** you are facing an allegation of “Contempt of Court”, or Greene County Children’s Services has filed a case against you.

If you are seeking a local attorney, you may contact the **Greene County Bar Association’s Lawyer Referral Service** at **937-562.5040**.

**Greater Dayton Volunteer Lawyers Project**

If you need assistance completing your paperwork, or cannot afford your filing fee, you may contact Legal Aid of Western Ohio at **1-888-534-1432** (Monday through Thursday, 9 A.M. to 5 P.M.) to see if you qualify for aid through the **Greater Dayton Volunteer Lawyers Project’s Juvenile Court Pro Se Clinic**. When you call, you will reach a recording. You will need to leave a message and a telephone phone number where you can be reached. Calls placed before 2:00 PM are typically returned the same day. Because Legal Aid screens for a number of different services, it is important that you state you are **“requesting help with paperwork”** and would like a referral to the **Greater Dayton Volunteer Lawyers Project**. If you qualify for assistance, you will be scheduled to attend a monthly clinic, where someone

will assist you with completing your paperwork, and a waiver for your filing fees. Your filing fee will only be waived if you are qualified for assistance through the Greater Dayton Volunteer Lawyers Project. The Greater Dayton Volunteer Lawyers Project does not provide attorneys to represent you in court, they merely assist with the completion of the required forms.

## **Filing Pro Se**

### **How do I file?**

- All necessary forms are available on our website, [co.greene.co.oh](http://co.greene.co.oh).
  - ALL COMPLETED FORMS WILL BE REVIEWED WITHIN 48 HOURS PRIOR TO FILING
- Our office staff will review your paperwork and indicate any required additions or corrections.
- Once your forms are complete, a member of our staff will meet with you to notarize any documents requiring notarization, and to sign off that your packet is ready for filing.
- Once your forms have been approved for filing you will be notified of any applicable filing fees.
- YOUR FILING IS NOT COMPLETE UNTIL YOU RECEIVE YOUR FILE STAMPED COPY FROM THE WINDOW.
- **Hours for filing are Monday – Friday 8:30 AM – 3:30 PM**

### **How much will this cost?**

- Filing fees are due at the time of filing and are payable with Cash, Credit Card, Debit Card, Money Order, Personal Check, or Cashier's Check.

### **Other important things to note:**

- If you are given a court date at the time of filing, you will not receive a summons or other reminder in the mail.
- If you fail to appear for court, and you are the Plaintiff (the person who filed), your case will be dismissed.
- If your case is dismissed, for any reason, you will not receive a refund of your filing fees
- If your case is dismissed, and you choose to refile, the same filing fees apply.

### **When will I have court?**

Hearings are set based on the time available on the Judges and Magistrates' individual dockets. Most civil matters will be set approximately 60 days from the date of filing.

### **What if there is an emergency?**

If your case involves a child emergency to health, safety or overall welfare, you should first contact your local law enforcement agency or Children Services at 937-562-6600.