

# **COVID-19 Protocol for Court Services and Citizen Services**

As a result of the Administrative Order issued by Administrative Judge Anthony Capizzi in response to the public health emergency created by the outbreak of Coronavirus Disease 2019 (COVID-19) the Department of Court Services and Citizen Services has initiated the following changes:

1. The Citizen Services office is open to the public by appointment only.
2. The Clerk's Office is open and accepting all filings. Mailing your filing to Citizen Services is encouraged.
3. If you are not a party to a case that has been scheduled for a hearing you will be asked to leave the building and will not be allowed to attend the hearing.

All filings that are received by mail will be reviewed by Citizen Service's staff and filed if completed correctly. All filings must include a money order made payable to the Montgomery County Juvenile Court.

## **PRO SE FORMS INSTRUCTIONS**

Filing pro se means you are filing without an attorney. If you have an attorney, please contact your attorney regarding your filing.

**Filing fees** are due at the time of filing. Filing fees can be found in the Local Rules located at [mcjcoho.org](http://mcjcoho.org) > forms directory > local rules

### **Case Caption:**

- If you have an existing case, the JC#, SETS, Judge, and Magistrate can be found on the paperwork from your previous matter.
- Always include FIRST AND LAST NAMES for all parties. Use legal names, no nicknames.
- Always use FULL MAILING ADDRESS including city, state, zip code, and inmate # (if applicable)

In Re: / In the Matter of: = CHILD'S NAME

Filing Party / Plaintiff / Petitioner = YOU

Respondent / Defendant = THE OTHER PARTY / PARTIES TO THE CASE

## **FILING**

Attached are the forms you will need to complete your filing.

- All forms must be fully completed and notarized where indicated.

- You may include up to three children per form HOWEVER we will need one signed original PER CHILD at the time of filing.
- Our Court does not accept fax or online filings at this time; however, you may file by mail.

### **SPECIFIC FORM FAQ**

#### **Juvenile Court Information Sheet:**

- The filing party is always responsible for providing a mailing address for all parties to the case.
- You do not need to add other parties DOB or SSN's if you do not know that information
- Only PARTIES are required to be listed. Do not include non-parties like spouses or witnesses.

#### **Motions / Complaints:**

All necessary parties must be included on the Motion / Complaint. Necessary parties include parents (even if they don't have custody), legal custodians, and anyone having court ordered visitation or who is ordered to pay child support on the child. If there are not enough spaces provided for all necessary parties, write the party's name and address below the "Magistrate" line.

#### **Affidavit of Income and Expenses:**

- Complete this form with YOUR information.
- If you are a non-parent, circle "other" to indicate you are neither mother nor father.

#### **Parenting Proceeding Affidavit:**

- With the exception of #5, all questions on this form refer to the child(ren) you are filing for.
- Read each question carefully before responding. Most mistakes on this form occur because the filing party did not fully read the question.
- #5 – if anything in the paragraph applies, disclose it. If not, write "N/A"

#### **Application for Child Support Services**

- IF THIS FORM IS IN YOUR PACKET, IT IS REQUIRED even if you do not want child support and even if you receive Medicaid or other state benefits for the child.

APPLICANT = you

CHILD 1-3 = the child(ren) this case is about

ABSENT PARENT = the other parent if you are a parent filer or both parents (if applicable) if you are a non-parent filer regardless of who actually has custody

**Instructions for Service**

- Include each party on a separate line, including yourself.
- You may include multiple addresses for the same party. If you do, include each address on a separate line.
- If you need additional sheets, they are available at [mcjcoho.org](http://mcjcoho.org) > forms directory > Citizen Services / Pro Se forms

FILING PARTY = regular mail

ALL OTHER PARTIES = must sign for their mail. Most filers choose Certified Mail. Some choose Sheriff (additional fees may apply. This fee is minimal in Montgomery County but may be higher in other counties or states)

ATTORNIES, GAL's, and AGENCIES = notice only

- For child support related matters, include the Child Support Enforcement Agency
- Indicate your name and telephone number at the bottom of the form.

**For forms related questions or to request that fillable PDF forms with embedded instructions be emailed to you, please call 937-496-7908 option 4.**

**For all other questions please call 937-496-7908 option 6 and a Deputy Clerk will assist you.**