

Juvenile Court Custody Mediation

To do a Pro-Se filing for Custody or Visitation at Juvenile Court you will need to do the following:

- A. Pick up Pro-Se forms at the Intake office, which is located in the basement of the **Juvenile Court Whitlatch Building** or stop at the kiosk located in the **CSEA lobby near the exit door**. The address for the Whitlatch Bldg. is **1910 Carnegie** (lower level), and the phone # is **216/443-3149**. Walk in hours at the **Whitlatch Bldg** are **9:00-1:00 PM** and **2:00 PM- 4:00 PM. Monday-Friday** (No appointment is necessary). The Intake Office is closed between 1:00 pm and 2:00 pm. **CSEA building is located at 1640 Superior** and the walk in hours are **Monday –Wednesday 9 AM-2:00 PM and Thursday 9AM-1:00 PM**.

The following information will be needed to pick up the Pro- Se forms:

1. **Names, addresses, and birth dates of both parents.** (Current Addresses are **required**)
2. **Address of where the child is currently living, and name of whom that child is living with.**
3. **Name and birth dates of each child.**
4. **Parents marital status**

The intake office will determine the appropriate paperwork for your case. They will then go over the paperwork instructing you how to complete it properly for filing at the Juvenile Court.

B. Complete the provided paperwork, and have the forms Notarized. Bring the completed **original application** and at least **2 copies** to the Intake office along with the following:

1. **Copy of Birth certificate of each child.** Do not bring the original birth certificate and or social security card. **Copies only.**
2. **Paternity Paperwork for each child.** Can be attained by any of the following:
 - a. Central Paternity Registry # (Obtain by calling 1-888-810-6446)
 - b. Establishment of Parentage Paperwork from CSEA.
 - c. Case # from Juvenile Court.
 - d. Marriage license, if parents were married when child was born and there has been no divorce action.
3. **Copy of each child's social security card, or print out from the social security office or a refusal letter from the social security office.**
4. **Filing Fee.** \$105.00 for application (creating new case) and \$25.00 for motions (reopening closed case).

C. The completed paperwork will be reviewed by the Intake office for completeness and the filing party will then be directed to the **Juvenile Courts Clerk's office** (Annex) to file their application or motion for custody or visitation. Cases will then either be created by the filing of an application or reopened by the filing of a motion. The Clerk's office will either direct the case to Custody Mediation for handling, or it will be sent directly to a Judge or magistrate to be set for hearing.