

General Information & Instructions: Motion to Intervene

These instructions are intended to be a general guide to help you complete and file these forms and get your request before the court. These do not guarantee that you will be successful in your motion but are to assist you in preparing your request.

What documents you will need:

- ☐ Motion to Intervene with Certificate of Service

Motion to Intervene is a request to a court asking that you be joined as a party to a case. For example, parties to a case may be a child's mother, father, or legal custodian. This motion must be filed with the clerk's office of the court where the current (or closed) case is being heard.

When you file a motion, you must inform all parties of your request through the official court process. You must notify them with official court documents, including a copy of the signed Motion to Intervene. This is what it means to have them "served."

Certificate of Service (included in the Motion to Intervene) must be completed and signed. This shows that all the parties to the case have been informed of your request to the court.

- ☐ A separate (additional) pleading/document (not included) asking the court for the change you want, such as a change in custody or child support with a Request for Service.

Examples for Reference: Supreme Court Uniform Domestic Relations Forms 26, 27, and 28:

<https://www.supremecourt.ohio.gov/forms/all-forms/domestic-relations-and-juvenile-standardized/1>

Request for Service form (Supreme Court of Ohio Uniform Domestic Relations Form 31/Juvenile Form 10) is used to select how you want the parties to be served. *A copy is included.*

It is your responsibility to do the following:

- Provide accurate contact information for each party.
- Contact the Clerk of Court's Office if you do not know the case number.
- Check the court's local court rules to see if there are additional requirements.

Next Steps...

- Take your completed paperwork to the clerk's office of the appropriate court for filing.
- Pay the filing fee of \$200.00. If you cannot afford to pay the filing fee, you can use the Affidavit of Indigency/Fee Waiver Affidavit and Order Form (Local Form D-18: Application for Waiver of Filing Fee & Financial Disclosure Form with Order). This form asks that you to be allowed to file without paying a fee in advance. **You may still be responsible for paying the fee at the end of the case.**
- If your contact information changes, you must notify the court of these changes, or your motion could be dismissed.
- Contact the clerk's office before your hearing to make sure the parties have received their paperwork. You will be required to provide a new address or choose a different method of service if the paperwork is undeliverable. If notice cannot be made and the party does not appear at the hearing, your motion could be dismissed.
- The Motion to Intervene must be granted before the court can consider any request for custody, visitation, companionship, child support, or other type of change.

The Court and Clerk of Court's staff CANNOT give legal advice.
Contact a lawyer, legal aid office, or Ohio Legal Help at www.ohiolegalhelp.org if you have questions.

IN THE COURT OF COMMON PLEAS

_____ DIVISION

_____ COUNTY, OHIO

IN THE MATTER OF:

Name

Case No. _____

Address

City, State, Zip

Plaintiff

VS.

Name

Address

City, State, Zip

Defendant

VS.

Your Name

Your Address

Your City, State, Zip

Intervenor

MOTION TO INTERVENE

This form is to request to become a party to a domestic relations or juvenile court case. A separate motion must be filed with this motion. If more space is needed, add additional pages.

1. My relationship with the child is (for example, grandparent, aunt, uncle, family friend, etc.)

Supreme Court of Ohio

Uniform Domestic Relations Form 32

Uniform Juvenile Form 11

MOTION TO INTERVENE

Approved under Ohio Civil Rule 84 and Ohio Juvenile Rule 46

Effective Date: January 22, 2026

2. I, _____, request to be added as a party to the case because:

3. I am requesting to be made a party to this case because I am seeking one of the following listed below. I understand I must file a separate motion for this request along with this motion to intervene.

☐ Legal Custody

☐ Temporary Custody

☐ Visitation/Companionship

☐ Child Support as a Caretaker

☐ Other _____

4. This motion is submitted by: ☐ Me as a self-represented litigant or ☐ Attorney.

Signature

Printed Name

Attorney Registration Number if applicable

Telephone Number

Email Address

Date

CERTIFICATE OF SERVICE

*Service should be made to all parties in the case.
Attach an additional sheet if you are serving more than three parties.*

I certify that a copy of this motion was sent to the following parties on the following date
_____, 20_____.

Party Name

Address

City, State, Zip

Phone (if known)

E-mail Address on File with the Court (if known)

This motion was sent by:

- ☐ Regular U.S. Mail
- ☐ E-mail (to the address on file with the court)
- ☐ Hand Delivery
- ☐ Fax
- ☐ Other _____

Party Name

Address

City, State, Zip

Phone (if known)

E-mail Address on File with the Court (if known)

This motion was sent by:

- ☐ Regular U.S. Mail
- ☐ E-mail (to the address on file with the court)
- ☐ Hand Delivery
- ☐ Fax
- ☐ Other _____

Party Name

Address

City, State, Zip

Phone (if known)

E-mail Address on File with the Court (if known)

This motion was sent by:

- ☐ Regular U.S. Mail
- ☐ E-mail (to the address on file with the court)
- ☐ Hand Delivery
- ☐ Fax
- ☐ Other _____

Signature of Attorney or Self-Represented Litigant

**In the Court of Common Pleas
Guernsey County, Ohio
General Division**

IN THE MATTER OF:

Plaintiff

Case No.: _____

vs.

Judge/Magistrate: _____

Defendant

vs.

REQUEST FOR SERVICE

INTERVENOR

WARNING: This form is not a substitute for the benefit of the advice of legal counsel. It is highly recommended that you consult an attorney.

Instructions: This form is used when you want to request documents to be served on the other party. You must indicate the requested method of service by marking the appropriate box. The Court may require additional forms to accompany this document. You must check the requirements of the county in which you file. YOU MUST UPDATE THE CLERK OF COURTS IF ANY OF THE ABOVE CONTACT INFORMATION CHANGES.
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TO THE CLERK OF COURT:

Please serve the following documents (check all that apply)

- ☐ Motion and Affidavit or Counter Affidavit for Temporary Orders
- ☐ Motion for Change of Parental Rights and Responsibilities (Custody)
- ☐ Motion for Change of Parenting Time (Companionship and Visitation)
- ☐ Motion for Change of Child Support, Medical Support, Tax Exemption, or Other Child-Related Expenses
- Other: (specify) _____

Please serve the following parties with the above marked documents:

☐ PLAINTIFF

Address: _____

☐ Certified Mail, Return Receipt Requested

☐ Personal Service of Sheriff of _____ County, Ohio.

☐ DEFENDANT

Address: _____

☐ Certified Mail, Return Receipt Requested

☐ Personal Service of Sheriff of _____ County, Ohio.

☐ OTHER (Specify): _____

Address: _____

☐ Certified Mail, Return Receipt Requested

☐ Personal Service of Sheriff of _____ County, Ohio.

Attorney or Self-Represented Party Signature

Printed Name

Address

City, State, Zip

Phone Number

Email

Supreme Court Reg No. (if any)

**In the Court of Common Pleas
Guernsey County, Ohio
General Division**

IN THE MATTER OF:

Plaintiff

vs.

Defendant

vs.

INTERVENOR

Case No.: _____

Judge/Magistrate: _____

APPLICATION FOR WAIVER OF DEPOSIT

I, _____, being first duly sworn and cautioned, depose and state as follows:

1. I am requesting to be joined as a party in the above-captioned case.
2. I do not have the funds or assets to pay the costs of the deposit or to pay for an attorney to represent me. If sufficient funds do become available to me in the future, I am willing to pay the costs at that time.
3. I therefore request that I be allowed to proceed in this matter without prepayment of costs.
4. I understand that the Court may assess the costs of this action at the conclusion of the case and that the costs may be assessed against me.

INTERVENOR *(Sign in front of Notary)*

STATE OF OHIO, COUNTY OF _____, SS:

Sworn to before me and signed in my presence this _____ day of _____, 20____.

Notary Public

**In the Court of Common Pleas
Guernsey County, Ohio
General Division**

IN THE MATTER OF:

Plaintiff

VS.

Case No.: _____

Judge/Magistrate: _____

Defendant

VS.

**FINANCIAL DISCLOSURE AND
FEE-WAIVER AFFIDAVIT**

INTERVENOR

Pursuant to R.C. 2323.311, the below-named Applicant requests that the Court determine that the Applicant is an indigent litigant and be granted a waiver of the prepayment of costs or fees in the above captioned matter. The Applicant submits the following information in support of said request.

Personal Information

Applicant's First Name

Applicant's Last Name

Applicant's Date of Birth

Last 4 Digits of Applicant's SSN

Applicant's Address

Other Persons Living in your Household

First Name

Last Name

Is this person a child
under 18?

Relationship
(Spouse or Child)

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Public Benefits

I receive the following public benefits and my gross income, including the cash benefits marked below, does not exceed 187.5% of the federal poverty guidelines.

Place an "X" next to any benefits you receive.

Ohio Works First: _____ SSI: _____ Medicaid: _____ Veterans Pension Benefit: _____ SNAP/Food Stamps: _____

Monthly Income

I am NOT able to access my spouse's income ☐

	Applicant	Spouse (IF Living in Household)	Total Monthly Income
Gross Monthly Employment Income, Including Self-Employment Income (Before Taxes)	\$ _____	\$ _____	\$ _____
Unemployment, Workers Compensation, Spousal Support (if receiving)	\$ _____	\$ _____	\$ _____
TOTAL MONTHLY INCOME			\$ _____

Liquid Assets

Type of Asset	Estimated Value
Cash on Hand	\$ _____
Available Cash in Checking, Savings, Money Market Accounts	\$ _____
Stocks, Bonds, CDs	\$ _____
Other Liquid Assets	\$ _____
TOTAL LIQUID ASSETS	\$ _____

Monthly Expenses

Column A		Column B	
Type of Expense	Amount	Type of Expense	Amount
Rent, Mortgage, Property Tax, Insurance	\$ _____	Insurance (Medical, Dental, Auto, etc.)	\$ _____
Food, Paper Products, Cleaning Products, Toiletries	\$ _____	Child Support or Spousal Support that you Pay	\$ _____
Utilities (Heat, Gas, Electric, Water/Sewer, Trash)	\$ _____	Medical/Dental Expenses or associated costs of caring for a Sick or Disabled Family Member	\$ _____
Transportation/Gas	\$ _____	Credit Card, Other Loans	\$ _____
Phone	\$ _____	Taxes Withheld or Owed	\$ _____
Child Care	\$ _____	Other (e.g. garnishments)	\$ _____
Total Column A Expenses	\$ _____	Total Column B Expenses	\$ _____

TOTAL MONTHLY EXPENSES (Column A + Column B) \$ _____

I, _____ (**Print Name**), hereby certify that the information I have provided on this financial disclosure form is true to the best of my knowledge and that I am unable to prepay the costs or fees in this case.

Signature of Intervenor

STATE OF OHIO, COUNTY OF _____, SS:

Sworn to before me and signed in my presence this _____ day of _____, 20____.

Notary Public

**In the Court of Common Pleas
Guernsey County, Ohio
General Division**

IN THE MATTER OF:

Plaintiff

VS.

Case No.: _____

Judge/Magistrate: _____

Defendant

VS.

INTERVENOR

☐

Upon the request of the Applicant and the Court's review, the Court finds that the Applicant IS an indigent litigant and **GRANTS** a waiver of the prepayment of costs or fees in this matter. Pursuant to R.C. 2323.311(B)(3), upon the filing of a civil action or proceeding and the affidavit of indigency under division (B)(1) of this section, the clerk of the court shall accept the action, motion, or proceeding for filing.

☐

Upon the request of the Applicant and the Court's review, the Court finds that the Applicant is NOT an indigent litigant and **DENIES** a waiver of the prepayment of costs or fees in this matter. Applicant is granted thirty (30) days from the issuance of this Order to make the required advance deposit or security. Failure to do so within the time allotted may result in dismissal of the applicant's filing.

IT IS SO ORDERED.

Judge / Magistrate

[Effective: April 15, 2020]