



SUMMIT COUNTY
DOMESTIC RELATIONS COURT
ADMINISTRATIVE JUDGE KATARINA COOK

INSTRUCTIONS FOR COMPLETING AND FILING A GENERAL PURPOSE MOTION

If you have a matter before the Court and you want to request the Court take some particular action, allow you to do something, or prevent someone else from doing something, you may use this attached General Purpose Motion form to present your request to the Court. Before completing the General Purpose Motion, go to www.drcourt.org, review the “Forms” tab at <https://drcourt.org/wp/forms/> and make sure the Court does not have a template for your motion already. **** Please see list below.**

Caption: On the line labeled “Plaintiff/ Petitioner” write the name of the person who was the **original** Plaintiff or Petitioner in the matter. You **must** provide their phone number, email address, and phone number.

On the “Defendant/ Respondent” line, write the name of the person named as the **original** Defendant or Respondent in the matter. You **must** provide their phone number, email address, and phone number.

Just because you are the one filing the motion doesn’t mean your name goes at the top!

Use the case number that was assigned by the Clerk of Courts when the case was originally filed.

Title your motion whatever it is you are requesting of the Court (E.G. Motion to Convert Final Hearing to a Settlement Conference).

Paragraph: Write your name in the blank after “Now comes...” and make your request to the Court after “... and hereby moves this Honorable Court to...” Be as specific as possible.

Provide **all** of the reason(s) why you believe your request is appropriate.

If you are making a request regarding child(ren), you **must** include the child(ren)’s **names** and **dates of birth**.

Signature: Print your name **legibly** on the first line, sign your name on the second line, and print your address, phone number, and email in the spaces provided. You **must** provide this information.

Certificate of Service: The Court will not consider your motion UNTIL you notify (serve) the other party/ parties. You must mail a copy of your motion to the other party/ parties. If the other party has a lawyer, you must send a copy of the motion to that lawyer. To certify that you have done so, you must complete the Certificate of Service section attached to the General Purpose Motion. Fill in the name and address in the spaces provided and sign the form.

General Resources:

- If you have procedural questions, please contact the bailiff for the Judge to whom your case is assigned.
- For general information about filing motions for domestic relations cases in Ohio, visit <https://www.ohiolegalhelp.org/>
- See also Service Request Form - <https://drcourt.org/wp/download/273/>
- **** The Court already has more specific motion templates:**
 - Motion and Order for Zoom Appearance - <https://drcourt.org/wp/download/2169/>
 - Motion and Order for Continuance – <https://drcourt.org/wp/download/437/>
 - Motion for Contempt and Affidavit - <https://drcourt.org/wp/download/307/>
 - Motion for Change of Child Support, Medical Support, Tax Exemption, or Other Child-Related Expenses and Memorandum in Support - <https://drcourt.org/wp/download/330/>
 - Motion to Modify or Terminate Domestic Violence Civil Protection Order or Consent Agreement - <https://drcourt.org/wp/download/354/>
 - Post-Decree Motion - <https://drcourt.org/wp/download/476/>
 - Motion to Proceed *In Forma Pauperis*- <https://drcourt.org/wp/download/419/>
 - Financial Disclosure Affidavit (corresponds with Motion to Proceed *In Forma Pauperis*) - <https://drcourt.org/wp/download/422/>