



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 Local Form 126 - **GENERAL PURPOSE MOTION** to present your request to the Court. Please **see the list on page 3 before** completing the General Purpose Motion **OR** go www.drcourt.org/wp/forms/ and search “motion” make sure the Court does not have a form for your motion already.

Case Caption:

- (A) 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 Mailing Address.
- (B) 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 Mailing Address.

*Just because you are the one filing the motion does **not** mean your name goes at the top!*

- (C) Use the case number that was assigned by the Clerk of Courts when the case was originally filed.
- (D) Title your motion whatever it is you are requesting of the Court (for example, “Motion to Convert Dissolution to a Divorce”).

Paragraph (Section E):

Write your name in the blank after “Now comes...” and write your request to the Court after “... and hereby moves this Honorable Court to...” Be as specific and legible 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 (Section F) :

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 (Section G):

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 Form 31 – SERVICE REQUEST

Find Form 31 at <https://drcourt.org/wp/forms/>, search “Form 31”.



The Court already has more specific motion templates:

To download a copy go to: <https://drcourt.org/wp/forms/> at search using the forms Identifier.

Name of Form		Use*	Form Identifier
FILE TOGETHER	MOTION TO ATTEND HEARING BY ZOOM	To request to attend a hearing virtually.	Local Form 116
	ORDER ON MOTION TO ATTEND BY ZOOM	Required to file Local Form 116 – fill out case caption and hearing date.	Local Form 117
FILE TOGETHER	MOTION FOR CONTINUANCE	To request and explain the need to reschedule a hearing	Local Form 100
	ORDER FOR CONTINUANCE	Required to file Local Form 100 – fill out case caption.	Local Form 101
FILE TOGETHER	MOTION FOR CONTEMPT	To request a party to appear and show cause why they should not be in contempt.	Form 24(1)
	AFFIDAVIT IN SUPPORT OF MOTION FOR CONTEMPT	Required to file Form 24(1) – Attesting to fact(s) for filing motion. Notarized signature required.	Form 24(2)
	ORDER TO APPEAR AND SHOW CAUSE FOR CONTEMPT	Required to file Form 24(1) – fill out case caption.	Form 25
	MOTION TO MODIFY OR TERMINATE DOMESTIC VIOLENCE CIVIL PROTECTION ORDER OR CONSENT AGREEMENT	To request a change in a Domestic Violence Civil Protection Order.	Form 10.01-K
FILE TOGETHER	MOTION FOR CONTEMPT OF DOMESTIC VIOLENCE OR DATING VIOLENCE CIVIL PROTECTION ORDER (CPO)	To request a party to appear and show cause why they should not be in contempt for violating CPO	Form 10.01 O(1)
	AFFIDAVIT IN SUPPORT OF MOTION FOR CONTEMPT OF CPO	Required to file Form 10.01 O(1) – Attesting to fact(s) for filing motion. Notarized signature required.	Form 10.01 O(2)
	ORDER TO APPEAR AND SHOW CAUSE FOR CONTEMPT OF CPO	Required to file Form 10.01 O(1) – fill out case caption.	Form 10.01 O(3)



Name of Form		Use*	Form Identifier
FILE TOGETHER (READ "IF" STATEMENT)	POST-DECREE MOTIONS AND NOTICE OF HEARING	To request a change or enforcement of a shared parenting plan, Court Order, Visitation, custody, or provide notice of hearing.	Local Form 102
	PARENTING PROCEEDING AFFIDAVIT	Required to file Local Form 102 – IF you are seeking the allocation of parental rights and responsibilities, parenting time, custody, or visitation.	Affidavit 3
	FINANCIAL DISCLOSURE AFFIDAVIT	Required to file Local Form 102 – IF you are seeking to modify or terminate child support, health care provisions, tax dependency exemption OR reallocate parental rights.	Local Form 125
	EXPLANATION OF HEALTH CARE BILLS	Required to file Local Form 102 – IF the motion involves healthcare payment/arrears.	Form 29
FILE TOGETHER	MOTION TO PROCEED IN FORMA PAUPERIS	To request to not pay initial filing fees and be placed on a payment plan for Court Costs.	Local Form 124
	FINANCIAL DISCLOSURE/AFFIDAVIT OF INDIGENCY	Required to file Local Form 124 – Attesting to disclosures. Notarized signature required.	Local Form 125

*The descriptions provided should not be taken as legal advice or legal instruction for how to produce a desired legal result.