

### **Instruction Sheet For Motion to Dismiss Hearing**

Any party to a case in Juvenile Court who wishes to dismiss their hearing:

All pleadings shall be delivered or mailed (with all necessary copies) to Ashtabula County Juvenile Court, 4717 Main Ave., Ashtabula, Ohio, 44004.

Hours: Monday through Friday from 8:00 a.m. to 4:00 p.m.

1. The motion must clearly state the reason for the request to dismiss.
2. **Type or print** your responses in **blue ink**.
3. The filing fee of \$25.00 (cash or money order) must be paid when the papers are given to the Clerk's office. This does not include any court costs that may be assessed at the end of the case.
4. A Motion to Dismiss must be requested at least 7 days prior to the hearing. If the Court does not have time to notify the parties of the dismissal, the person requesting the dismissal must notify the parties.
5. If granted, the Court will send notice to all parties of the dismissal.
6. All the names of parties and their addresses must be supplied at the time of the filing of the motion. A party is a parent to the child or anyone who has custody of a child. **A copy of the Motion to Dismiss must be supplied for each person you want served.**
7. If the new hearing notice for another party is returned as undeliverable as addressed, you will be contacted for a new address. It is your responsibility to supply a good address in writing to the Court as soon as possible.
8. If you are unable to supply the address because the other party's location is unknown to you, and cannot be found with reasonable diligence, service by publication is provided for in Juvenile Rule 16(A). Because of the technical requirements and cost involved, the Court suggests that you consult with an attorney before pursuing this action.

**IN THE COURT OF COMMON PLEAS  
JUVENILE DIVISION  
ASHTABULA COUNTY, OHIO**

**In Re:**

**Child** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Child** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Child** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Child** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Case No.** \_\_\_\_\_

**Judge Albert S. Camplese**

**Motion to Dismiss**

Now comes movant, \_\_\_\_\_, and moves this Court for a  
dismissal of the hearing scheduled for \_\_\_\_\_ at

Specifically, the reason for the request for dismissal is:

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\_\_\_\_\_  
Signature

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number \_\_\_\_\_

**IN THE COURT OF COMMON PLEAS  
JUVENILE DIVISION  
3816 DONAHOE DR.  
ASHTABULA COUNTY, OHIO**

**In Re:**

**Child** \_\_\_\_\_

**Case No.** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Judge Albert S. Campese**

**Instructions for Service**

**Child** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Child** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Child** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

To the Clerks:

Please serve the following individuals with a copy of the Motion to Dismiss by regular mail:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_