If You're a Grandparent, Relative or Unrelated Adult Responsible for a Child

NOW is the time to register for kindergarten for the coming school year!

To register the child for kindergarten, you'll need paperwork that verifies your caretaker status.

IF YOU'RE A GRANDPARENT, you'll need one of these:

- **Grandparent Power of Attorney** signed by the child's parent or legal custodian who authorize you to act on behalf of the child.
- **Caretaker Authorization Affidavit** authorizes you to provide care, physical custody and control of the child in place of the parent.

  If you can't obtain either, you may need to file for custody, using one these legal documents:
- **Application to Determine Custody** if no custody order has been filed.
- **Motion to Modify Custody** if someone has custody and you want it changed.

IF YOU'RE A RELATIVE OF THE CHILD, but not a grandparent, or IF YOU'RE CARING FOR A CHILD, are not related and do not have custody, you'll need to file one of these legal documents to obtain custody:

- **Application to Determine Custody** if no custody order has been filed.
- **Motion to Modify Custody** if someone has custody and you want it changed.

IF YOU'RE A FOSTER PARENT, you'll need:

- **Paperwork that verifies your custody agreement** from your caseworker, if the child in your household is under the custody of the Division of Children and Family Services.

If the child was removed from their home for any reason, including abuse, neglect, or dependency, you'll also need:

- **A Court Order granting custody** to you or the Division of Children and Family Services.
- **A Court Order that specifies the school district required to pay for the child's education.** (Not necessary if this information is included in the Court Order granting custody.) If you can't locate the order specifying the school district, contact the Juvenile Court Clerk's Office for help. See contact information on the back of the flyer.

FOR CUSTODY AND ONLINE DOCUMENT INFORMATION, SEE REVERSE

FIND OUT MORE at www.marchintokindergarten.com

What You Need to Know about Filing for Custody

IF YOU'RE FILING FOR CUSTODY, you'll need:

- Names, current addresses, and birth dates of both parents.
- Address where the child is currently living.
- Name of the person the child is living with.
- Name and birth date of the child.
- The parents' marital status.
- The child's birth certificate.
- Proof of paternity if the applicant is the father or father's family.
- Filing fee (or an affidavit of indigency if you cannot afford the fee).

YOU'LL NEED TO MAKE AT LEAST ONE COURT APPEARANCE.

YOU'LL NEED LEGAL HELP.

- **You can hire an attorney,** or
- **You can file for custody yourself.** If you do, you'll find information and documents at the Pro Se Center, in the Office of Mediation at the Juvenile Court, located at the Juvenile Justice Center, 9300 Quincy Avenue, Second Floor, Cleveland, Ohio 44106; phone (216) 443-3149.
  Walk-in hours are Monday-Friday from 9am-1pm and 2-4pm.
  (No appointment necessary).

YOU'LL NEED TO START RIGHT AWAY!

Getting this information together, getting the documents filed and going to Court all take considerable time. So don't wait!

WHERE TO FIND LEGAL DOCUMENTS AND INFORMATION

- **Information and forms for grandparents** can be found at juvenile.cuyahogacounty.us/forms2.htm.
- **Applications and guidelines for custody** can be found at juvenile.cuyahogacounty.us/forms.htm
- **All the documents noted** are available at the Juvenile Justice Center, 9300 Quincy Avenue, Second Floor, Cleveland, Ohio 44106; phone (216) 443-3149.

These documents need to be notarized and filed in juvenile court.

Thank you to the Cuyahoga Court of Common Pleas, Juvenile Division, for supplying this information. Current as of 3/1/14.