

## **ANSWER CHECKLIST**

### **Case Caption [DR1(B), DR12]**

1. Parties' names.
2. Parties' addresses. The filing party may request that their address be confidential through the filing of a motion.
3. Parties' telephone numbers.
4. Parties' date of birth.
5. The name of the assigned judge.
6. Case number.
7. The caption of each pleading shall contain the identification: Court of Common Pleas, Butler County, Ohio, Domestic Relations Division and further identification of the type of pleading.

### **Style of Pleading [DR12]**

1. All pleadings and forms required by the Court shall be typewritten or printed legibly in ink.
2. All pleadings and forms shall be printed on white letter size paper (approximately 8 ½" by 11").
3. All pleadings and forms shall be printed on one side only, with 1" margins, and each page shall be numbered.

### **Service**

1. A statement of instructions or request for service signed by the party or counsel.

### **Counsel Identification**

1. Counsel for defendant provided their name, Supreme Court Registration Number, address and telephone number.

### **Signatures on Answer**

1. If defendant is represented by counsel, the Answer was signed by counsel.
2. If defendant is not represented by counsel, the Answer was signed by the defendant.

### **Number of Copies [DR13]**

1. Two copies, plus the original.