

**STEPS FOR FILING DIVORCE**  
 In  
**BUTLER COUNTY DOMESTIC RELATIONS COURT**  
 Government Services Center  
 315 High Street, Second Floor  
 Hamilton, Ohio 45011

**DEFINITION:** Divorce is the legal process to end a marriage.

1. Prepare and complete in full all documents listed below and submit to the court’s Case Management Office via email at [casemanagement@butlercountyohio.org](mailto:casemanagement@butlercountyohio.org), or fax 513-785-5337. If you do not have access to email or fax, these documents can be dropped off at the court during normal operating hours or mailed to the address listed above. (NOTE: SUBMITTING DOCUMENTS TO THE CASE MANAGEMENT OFFICE IS NOT AN OFFICIAL COURT FILING)

**Complaint with No Children - Separation Agreement and No 75N**

DR729 – Family Information Sheet	Provided on Court’s website
Complaint*	<b>Draft Your Own or use <a href="#">Ohio Supreme Court Form 6</a> with modifications to meet with court’s guidelines/checklists.</b>
Separation Agreement*	<b>Draft Your Own or use <a href="#">Ohio Supreme Court Form 19</a> with modification to meet with court’s guidelines/checklists.</b>
DR201- Withholding Order/Qualified Medical Child Support Order Information Sheet (ONLY FOR SPOUSAL SUPPORT ORDERS PAID THROUGH CSEA)	Provided on Court’s website
Form ODHS 7076 (ONLY FOR SPOUSAL SUPPORT ORDERS PAID THROUGH CSEA)	Provided on Court’s website

**Complaint for Divorce, Legal Separation, or Annulment with No Children and 75N Household Expenses and No Spousal Support**

DR729 – Family Information Sheet	Provided on Court’s website
Complaint*	<b>Draft Your Own or <a href="#">Ohio Supreme Court Form 6</a> with modification to meet with court’s guidelines/checklists.</b>
DR301 -Motion and Affidavit for Temporary Order w/o Oral Hearing	Provided on Court’s website.

**Complaint for Divorce, Legal Separation, or Annulment with No Children and 75N Spousal Support**

DR729 – Family Information Sheet	Provided on Court’s website
Complaint*	<b>Draft Your Own or <a href="#">Ohio Supreme Court Form 6</a> with modification to meet with court’s guidelines/checklists.</b>
DR301 -Motion and Affidavit for Temporary Order w/o Oral Hearing	Provided on Court’s website.
DR201- Withholding Order/Qualified Medical Child Support Order Information Sheet	Provided on Court’s website.
Two Most Recent Paystubs	Provided on Court’s website.

**Complaint with Children - Separation Agreement and No Shared Parenting Plan**

DR729 – Family Information Sheet	Provided on Court’s website
Complaint*	<b>Draft Your Own or <a href="#">Ohio Supreme Court Form 7</a> with modification to meet with court’s guidelines/checklists.</b>
DR803-Guidelines for Parents Living in Different Homes	Provided on Court’s website
DR628- Notice to Attend Mandatory Education	Provided on Court’s website
DR616-Information for Parenting Proceeding Affidavit	Provided on Court’s website
Separation Agreement*	<b>Draft Your Own or use <a href="#">Ohio Supreme Court Form 19</a> with modification to meet with court’s guidelines/checklists.</b>
Guidelines for Parenting Time -Form DR610.1, If applicable	Provided on Court’s website
Child Support Worksheet	<a href="#">ODJFS Worksheet</a>
DR201- Withholding Order/Qualified Medical Child Support Order Information Sheet	Provided on Court’s website
Title IV Application (Form ODHS 7076)	Provided on Court’s website

### Complaint with Children - Separation Agreement and Shared Parenting Plan

DR729 – Family Information Sheet	Provided on Court’s website
Complaint*	<b>Draft Your Own or use <a href="#">Ohio Supreme Court Form 7</a> with modification to meet with court’s guidelines/checklists.</b>
DR803-Guidelines for Parents Living in Different Homes	Provided on Court’s website
DR628- Notice to Attend Mandatory Education	Provided on Court’s website
DR616-Information for Parenting Proceeding Affidavit	Provided on Court’s website
Separation Agreement*	<b>Draft Your Own or use <a href="#">Ohio Supreme Court Form 19</a> with modification to meet with court’s guidelines/checklists.</b>
Shared Parenting Plan*	<b>Draft Your Own or use <a href="#">Ohio Supreme Court Form 20</a> with modification to meet with court’s guidelines/checklists</b>
Guidelines for Parenting Time -Form DR610.1, If applicable	Provided on Court’s website
Child Support Worksheet	<a href="#">ODJFS Worksheet</a>
DR201- Withholding Order/Qualified Medical Child Support Order Information Sheet	Provided on Court’s website
Title IV Application (Form ODHS 7076)	Provided on Court’s website

### Complaint for Divorce, Legal Separation, or Annulment with Children and No 75N

DR729 – Family Information Sheet	Provided on Court’s website
Complaint*	<b>Draft Your Own or use <a href="#">Ohio Supreme Court Form 7</a> with modification to meet with court’s guidelines/checklists.</b>
DR803-Guidelines for Parents Living in Different Homes	Provided on Court’s website
DR628- Notice to Attend Mandatory Education	Provided on Court’s website
DR616-Information for Parenting Proceeding Affidavit	Provided on Court’s website

**Complaint for Divorce, Legal Separation, or Annulment with Children and 75N**

DR729 – Family Information Sheet	Provided on Court’s website
Complaint*	<b>Draft Your Own or <a href="#">Ohio Supreme Court Form 7</a> with modification to meet with court’s guidelines/checklists..</b>
DR301-Motion and Affidavit for Temporary Order w/o Oral Hearing*	Provided on Court’s website
Health Insurance Affidavit	Provided on Court’s website or <a href="#">Ohio Supreme Court Affidavit4</a>
Title IV Application (Form ODHS 7076)	Provided on Court’s website
DR201- Withholding Order/Qualified Medical Child Support Order Information Sheet	Provided on Court’s website
Child Support Worksheet	<a href="#">ODJFS Worksheet</a>
Two Most Recent Paystubs	
DR803-Guidelines for Parents Living in Different Homes	Provided on Court’s website
DR628- Notice to Attend Mandatory Education	Provided on Court’s website
DR616-Information for Parenting Proceeding Affidavit	Provided on Court’s website

2. The court’s Case Management Office will review your submitted documents in the order received and determine if any corrections are necessary. **NO PAPERWORK WILL BE CHECKED WHILE THE PARTY WAITS.**
3. After the paperwork is reviewed you will be notified by telephone or email as to whether your paperwork is properly completed. The paperwork will not be approved unless it is procedurally correct. In the majority of cases, corrections/revisions will be necessary and documents will need to be resubmitted until correct.
4. Once the paperwork is CORRECT, it will be emailed with back to you or available for you to pick up at the court. You will then make the required copies, file with Clerk of Courts and pay the filing fees.
5. You will be responsible for following up and checking on service through the Clerk of Courts website.
6. If there are minor children, parties must register and attend the mandatory Parent Education Class at the Forensic Evaluation Services Center. Registration can be done by calling (513) 869-4014 or online <https://fesc-oh.org/parenting-during-divorce-class-registration/>.

\* Each document listed with (\*) has a checklist of items that are required to contained within the document. Those checklists are available on the court’s website.

**DISCLAIMER:** These instructions are provided as a public service of the Butler County Domestic Relations Court. THE EMPLOYEES OF THE DOMESTIC RELATIONS COURT ARE FORBIDDEN TO OFFER LEGAL ADVICE OR ASSIST YOU IN FILING FOR A DIVORCE. The court’s Local Rules are available online at [www.butlercountydrcourt.org](http://www.butlercountydrcourt.org). We recommend that you seek advice from an attorney, either in private practice (Butler County Bar Association-Lawyer Referral Service at 513-896-6671 or [www.butlercountybar.org](http://www.butlercountybar.org).) or at Legal Aid (513-241-9400). Legal resources are available to you at the Butler County Law Library located at 10 Journal Sq. Suite 200, Hamilton, OH 45011.