

INSTRUCTIONS FOR SUBMITTING A PETITION FOR DISSOLUTION OF MARRIAGE

BUTLER COUNTY DOMESTIC RELATIONS COURT

DISCLAIMER: This form has been provided to you as a public service of the Butler County Domestic Relations Court. If you choose to represent yourself and use this form, please understand that state law prohibits the staff of the Domestic Relations Court to provide legal advice. Local Rules of Court are available online at www.butlercountydrcourt.org. If you have questions regarding your legal rights, or your responsibilities, you must contact an attorney. You can call Legal Aid at 241-9400 or the Butler County Bar Association at 896-6671.

DEFINITION: Dissolution of marriage is a legal end to the relationship between spouses. All terms of the dissolution must be agreed upon at time of filing including issues relating to support, parenting and property.

STEPS FOR FILING A PETITION FOR DISSOLUTION OF MARRIAGE

1. Before filing for a final hearing of dissolution, all pleadings **must** be completed and submitted to the Butler County Domestic Relations Case Management Office for review. The Case Management Office will determine if your petition complies with the Ohio Revised Code, Ohio Rules of Civil Procedure and local rule of court.
2. If you are filing for a dissolution of marriage and there are **no minor children involved**, you must prepare and complete the following forms:
 - a. Petition for Dissolution (original plus 2 copies);
 - b. Separation Agreement (original plus 2 copies, or original plus 3 copies if support is ordered);
 - c. Decree of Dissolution (original plus 5 copies)
 - d. Waiver of Service, if applicable (original plus 2 copies);
 - e. Waiver of Representation, if applicable (original plus 2 copies).

The Court will provide you with the following forms to be completed:

- a. A Family Information Sheet (Form DR729);
- b. An Affidavit of Property (Form DR602-B) to be exchanged between the parties;
- c. If spousal support is ordered:
 - 1) An Affidavit of Income to be exchanged between the parties;
 - 2) An Affidavit of Expenses to be exchanged between the parties;
 - 3) A Withholding Order Information Sheet (Form DR201);
- d. An Addendum to Separation Agreement-Division of Personal Property (Form DR634).

3. If you are filing for dissolution of marriage and there **are minor children involved**, you must prepare and complete the following forms:
 - a. Petition for Dissolution (original plus 2 copies must be submitted);
 - b. Separation Agreement (original plus 2 copies, or original plus 3 copies if support is ordered through the Separation Agreement);
 - c. Decree of Dissolution (original plus 6 copies);
 - d. Waiver of Service, if applicable (original plus 2 copies);
 - e. Waiver of Representation, if applicable (original plus 2 copies);
 - f. A Shared Parenting Plan, if applicable (original plus 2 copies, or original plus 3 copies if support is ordered through the Shared Parenting Plan); and
 - g. A Decree of Shared Parenting, if applicable (original plus 6 copies).

The Court will provide you with the following forms to be completed:

- a. A Family Information Sheet (Form DR729);
 - b. An Affidavit of Property to be exchanged between the parties;
 - c. If child support is ordered:
 - 1) An Affidavit of Income to be exchanged between the parties;
 - 2) A Basic Child Support Schedule (Form DR626);
 - 3) A Title IV-D Application Form (ODHS 7076);
 - 4) Withholding Order/Qualified Medical Child Support Order Information Sheet (Form DR201); and
 - 5) A Health Insurance Affidavit.
 - d. If spousal support is ordered:
 - e. An Affidavit of Income to be exchanged between the parties;
 - f. An Affidavit of Expenses to be exchanged between the parties;
 - g. A Withholding Order Information Sheet (Form DR201);
 - e. An Addendum to Separation Agreement-Division of Personal Property (Form DR634); and
 - f. An Appendix 1 – Child Support and Health Insurance Language form.
 - g. A Notice to Attend Mandatory Education Class (Form DR628);
 - h. An Information for Parenting Proceeding Affidavit (Form DR616) or Supreme Court Affidavit 3; and
 - i. Guidelines for Parents Living in Different Homes (Form DR803).
4. After completing your dissolution paperwork, submit your dissolution to the Case Management Office for review and approval. Paperwork may be submitted via email at casemanagement@butlercountyohio.org or via fax 513-785-5337. The Case Management Office will determine if your dissolution complies with the Ohio Revised Code, Ohio Rules of Civil Procedure and Local Rules of Court.
 5. After your petition and forms are approved, you will need to file it with the Clerk of Courts' Office and pay the filing fee. Please contact the Clerk of Courts at 887-3278 if you have any questions about methods of payment for filing fees.

If there are minor children born of the marriage	\$352.00
If there are no minor children born of the marriage	\$211.00

6. Once your case is filed, parties must complete the mandatory Parent Education Class if there are minor children. You can register by calling Forensic and Mental Health Services, Inc. at (513) 869-4014.
7. Once you have scheduled your mandatory Parent Education Class, your case will be set for hearing, and notices will be sent to you at the addresses listed on the petition. By law, the final hearing date cannot be set less than thirty (30) days or more than ninety (90) days after the date the petition is filed with the Clerk of Courts' Office.
8. On the day of hearing **BOTH PARTIES MUST BE PRESENT** for the hearing to occur. You must bring a photo ID to your hearing. If you have no photo ID, and no way to obtain one, you must bring your social security card. Your case cannot proceed without the appropriate identification.
9. If one or both parties cannot be present, the parties must notify the Judicial Case Manager at least seven (7) days before the scheduled hearing date by dialing (513) 887-3100 ext. 2.