

**DECREE OF DIVORCE WITHOUT CHILDREN
SEPARATION AGREEMENT
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.
8. The case caption shall contain the words "Final Appealable Order".

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.

Duration of Marriage [DR49(B)(4)]

1. A finding of fact regarding the duration of the marriage, or a specific waiver of such finding.

Statement regarding the grounds for Divorce [DR49(B)]

1. A statement regarding the grounds for divorce is required.

Statement of Children

1. A statement that there were no children born issue of the marriage.

Statement of Hearing

1. A place for the name of the hearing officer who heard the case in the body of the Decree.
2. A place for the date the hearing was held in the body of the Decree.
3. If a magistrate heard the hearing, a waiver of findings of fact and conclusions of law and objection period unless a Form DR18 is filed.

Affidavit of Military Service [DR49(B)(1)(f)]

1. An affidavit regarding whether or not the defendant is in the military service.

Statement regarding Separation Agreement.

1. A statement incorporating the Separation Agreement by reference into the Decree is required.

Payment of Court Costs [DR15]

1. The Decree shall set forth how court costs are to be paid.
2. The Decree shall contain a cost out sheet obtained from the Clerk of Courts showing a zero balance as owed on the case.

Counsel Identification

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

Signatures on Decree

1. If both petitioners are represented by counsel, the Decree is signed by both attorneys.
2. If one party is represented by counsel, the Decree is signed by the attorney and the *pro se* litigant unless it is proceeding non-contested and no Answer was filed, defendant's signature is not required.
3. If neither party is represented by counsel, the Decree is signed by both *pro se* litigants.
4. A signature line for hearing officer. (If a magistrate heard the final hearing, a signature line for the magistrate and assigned case judge must be present.)

Number of Copies [DR13]

1. If spousal support is ordered, an original plus six (6) copies.
2. If no spousal support is ordered, an original plus five (5) copies.

Required Documents to be submitted with the Decree

1. If spousal support is ordered and paid through the CSEA, a Withholding Order/Qualified Medical Child Support Order Information Sheet (Form DR201).
2. If spousal support is ordered and paid through the CSEA, an original Title IV-D Application (Form ODHS 7076).