

COMPLAINT FOR DIVORCE, LEGAL SEPARATION, ANNULMENT WITH CHILDREN CHECKLIST

Family Information Sheet (Form DR729)

The address and telephone numbers for the parties provided on the Form DR729 matches the address and telephone numbers for the parties in the case caption.

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 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,
4. Each page shall be numbered.

Venue - §3105.03 ORC

1. A statement that the Plaintiff has been a resident of the State of Ohio for six months immediately preceding the filing of the Complaint. (With the exception of Legal Separation)
2. A statement that the Plaintiff has been a resident of Butler County for ninety days immediately preceding the filing of the Complaint.

Statement of Marriage - §3105.03 ORC

1. A statement of the date the parties were married.
2. A statement or affidavit of whether the parties ever resided during the marriage in the State of Ohio.

Grounds for Divorce

1. A statement of the grounds the parties rely upon for divorce.

Statement of Children

1. A statement of the name(s) and date(s) of birth of the child(ren) born issue of the marriage.

Temporary Orders without Oral Hearing [DR20]

1. Any request for temporary orders without oral hearing shall be submitted using the Motion and Affidavit for Temporary Orders without Oral Hearing (Form DR301).

Statement of Military Service [DR1(D)]

1. A statement of whether or not the defendant is in the military service. **(A statement in the body of the Complaint meets this requirement. An affidavit is not necessary. However, a signed and notarized affidavit complies with the rule.)**

Service

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

Counsel Identification

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

Signatures on Complaint

1. If plaintiff is represented by counsel, the Complaint was signed by counsel.
2. If plaintiff is not represented by counsel, the Complaint was signed by plaintiff.

Number of Copies [DR13]

1. Four (4) copies, plus the original.

Required Documents to be submitted with Complaint

- a. A Family Information Sheet (Form DR729).
- b. Guidelines for Parents Living in Different Homes (Form DR803).
- c. Notice to Attend Mandatory Education (Form DR628).
- d. A current signed and notarized Information for Parenting Proceeding Affidavit (Form DR616).