

# **Memorandum**

**To:** Domestic Relations Court Parties

**From:** Barbara Schneider Carter, Administrative Judge

**Date:** February 18, 2021

**Re: Changes to Document Checklist**

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Effective March 15, 2021, the following changes will be made to the document checklists:

1. Checklists for Separation Agreements. All Separation Agreements submitted for approval with the Case Management Office shall be required to include a case caption that meets the requirements of the Court's local rules. The checklists on the Court's website have been modified to reflect such change.
2. Decree Checklists. All Decrees shall contain a statement whether or not the parties ever resided in the State of Ohio during the marriage. The checklists on the Court's website have been modified to reflect such change.

Please update your forms as necessary. If you have any questions, please contact the Case Management office of the court, at 513-887-3100 option 2 or the Administration Office at 513-887-3352. Thank you for your attention to this matter.