

## **PETITION AND AFFIDAVIT FOR U VISA 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.

### **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.

### **Affidavit**

1. Affidavit is signed and notarized.

### **Notice of Hearing [DR 29(A)], if applicable**

1. Name of the hearing officer.
2. Time, date, and place of hearing.

### **Counsel Identification**

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

### **Signatures on Petition**

1. If the filing party is represented by counsel, the Petition was signed by counsel.
2. If the filing party is not represented by counsel, the Petition was signed by the filing party.

### **Number of Copies [DR13]**

1. Three (3) copies, plus the original.