

COMPLAINT FOR CUSTODY AND SUPPORT 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, and each page shall be numbered.

Venue

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.
2. A statement that the Plaintiff has been a resident of Butler County for ninety days immediately preceding the filing of the Complaint.
3. A statement that the children are not wards of another court or under the jurisdiction of another court.
4. A statement regarding support orders issued for the children. If previous orders were issued, the statement must also include the case number or SETS number.

Statement of Marriage - §3105.03 ORC

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

Statement of Children

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

Notice of Hearing [DR29(A)]

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

Certificate of 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 [DR 13]

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

Required Documents to be submitted with Complaint

1. Originals only:
 - a. A Family Information Sheet (Form DR729).
 - b. Health Insurance Affidavit or Supreme Court Affidavit 4.
 - c. Withholding Order/Qualified Medical Child Support Order Information Sheet (Form DR201).
 - d. An original Title IV-D Application (Form ODHS 7076).
2. Originals plus 4 copies:
 - a. Guidelines for Parents Living in Different Homes (Form DR803).
 - b. A current signed and notarized Information for Parenting Proceeding Affidavit (Form DR616).