

**DECREE OF DIVORCE WITH CHILDREN
SHARED PARENTING PLAN and 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 of the name(s) and date(s) of birth of the child(ren) 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.

Statement regarding Shared Parenting Plan

1. A statement that the allocation of parental rights and responsibilities are contained within the shared parenting plan.

Jurisdiction of Child(ren): Juvenile Court or another Court [DR49(C)]

1. If Juvenile Court or another Court has jurisdiction over any of the children of the marriage, or any of the children are subject to a parenting order through a “DS” case from this Court pursuant to O.R.C. 2301(K) then:
 - a. The Decree identifies those children by name.
 - b. The Decree states the case numbers for the Juvenile Court, another Court or DS case that has jurisdiction over the children.
 - c. The Decree states which allocation of parenting rights and responsibilities (including parenting allocation of parenting time, child support, tax exemptions, and health insurance) are included in the order from Juvenile Court, another Court or this Court pursuant to a parenting order.
 - d. A copy of the order shall be attached.
2. When the children are subject to a parenting order through a “DS” case from this Court pursuant to O.R.C. 2301(K), every decree and final order for divorce, annulment or legal separation shall include:
 - a. A statement that this Court, through case number “DS____” has jurisdiction over some or all of the children of a marriage and identify those children by name.
 - b. That the parenting order adopted in the decree and final order addresses all parenting issues.
 - c. A statement that “DS____” shall be dismissed upon filing of the decree and final order, and that all further parenting issues will be addressed in the “DR” case.

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. Six (6) copies, plus the original.

Required Documents to be submitted with the Decree

1. An approved Shared Parenting Plan, plus three (3) copies.
2. An approved Decree of Shared Parenting, plus six (6) copies.
3. An approved Separation Agreement, plus six (6) copies.
4. If spousal support is ordered and paid through the CSEA, a Withholding Order/Qualified Medical Child Support Order Information Sheet (Form DR201).
5. If spousal support is ordered and paid through the CSEA, an original Title IV-D Application (Form ODHS 7076).