

PETITION FOR DISSOLUTION 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, and each page shall be numbered.

Venue - §3105.03 ORC

1. A statement identifying the party that has been a resident of the State of Ohio for six months immediately preceding the filing of the Petition.
2. A statement identifying the party that has been a resident of Butler County for ninety days immediately preceding the filing of the Petition.

Statement of Marriage - §3105.03 ORC

1. A statement of the date the parties were married.

Statement of Children

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

Jurisdiction of Child(ren): Juvenile Court or another Court [DR21(B)]

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 ORC 2301(K) then:
 - a. The Petition identifies those children by name.
 - b. The Petition states the case numbers for the Juvenile Court, another Court or DS case that has jurisdiction over the children.
 - c. The Petition 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.

Waiver of Representation

1. Unless both parties are represented by counsel, a statement waiving representation or an attached document waiving representation is required.

Counsel Identification

1. Counsel for first petitioner provided their name, Supreme Court Registration Number, address and telephone number.
2. Counsel for second petitioner provided their name, Supreme Court Registration Number, address and telephone number.

Signatures on Petition

1. If both petitioners are represented by counsel, the Petition is signed by both attorneys.
2. If one party is represented by counsel, the Petition is signed by the attorney and the *pro se* litigant.
3. If neither party is represented by counsel, the Petition is signed by both *pro se* litigants.

Number of Copies [DR13]

1. Two (2) copies, plus the original.

Required Documents to be submitted with Petition

1. Notice to Attend Mandatory Education (DR Form628).
2. The Guidelines for Parents Living in Different Homes (Form DR803).
3. Withholding Order/Qualified Medical Child Support Order Information Sheet (Form DR201).
4. An original Title IV-D Application (Form ODHS 7076).
5. Health Insurance Affidavit or Supreme Court Affidavit 4.
6. Information for Parenting Proceeding Affidavit (Form DR616) was signed by either party, notarized, and attached.
7. An approved Separation Agreement, plus two (2) copies, or three (3) copies if spousal support is ordered.
8. An approved Decree of Dissolution, plus four (4) copies.
9. If the parties used shared parenting, an approved Shared Parenting Plan, plus three (3) copies.
10. If the parties used shared parenting, an approved Shared Parenting Decree, plus six (6) copies.
11. An approved Decree of Dissolution, plus six (6) copies.