

**MOTION AND AFFIDAVIT/COUNTERAFFIDAVIT FOR TEMPORARY  
ORDERS WITHOUT ORAL HEARING**

**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. Name of motion.

**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.
4. Each page shall be numbered.

**Service**

1. A statement of instructions or request for service signed by the party or counsel.

**Counsel Identification**

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

**Signatures on Motion**

1. If the filing party is represented by counsel, the Motion was signed by counsel.
2. If the filing party is not represented by counsel, the Motion was signed by the filing party.
3. The affidavit is signed and notarized

**Number of Copies [DR13]**

1. Original and four (4) copies.

**Required Documents to be submitted**

1. With Minor Children
  - a. Health Insurance Affidavit or Supreme Court Affidavit 4.
  - b. Title IV Application (Form ODHS 7076)
  - c. Withholding Order/Qualified Medical Child Support Order Information Sheet (Form 201)
  - d. Child Support Worksheet – original and 4 copies
  - e. Two Most Recent Paystubs (Not a correction that would prevent filing). If this is

the only correction, then can be approved.)

2. No Minor Children

- a. Withholding Order/Qualified Medical Child Support Order Information Sheet (Form 201) – if requesting spousal support only.
- b. Two Most Recent Paystubs (Not a correction that would prevent filing). If this is the only correction, then can be approved.)