

SEPARATION AGREEMENT WITHOUT CHILDREN
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. If Separation Agreement is submitted with a Petition, Complaint, Agreed Entry or Decree, items 2-7 do not apply.

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.

Financial Affidavits

1. A statement that the financial affidavits were exchanged by the parties.

Property Division [DR49(B)]

Real Estate, Financial Accounts and Debts

1. A statement whether either party owns real estate.
2. A statement whether the real estate is a separate or marital property.
3. A statement of the value of the real estate.
4. A statement regarding the allocation of sale of real estate and payment of any lien or mortgage.
5. A statement whether either party has bank accounts, stock, cash value life insurance policies, or any other financial account(s).
6. A statement listing each account.
7. A statement of whether the accounts or policies are marital or separate property.
8. A statement of the allocation or division of the accounts.
9. A statement whether either party has debts.
10. A statement listing each debt.
11. A statement of whether the debts are marital or separate property.
12. A statement regarding any debts that have been discharged in bankruptcy proceedings.
13. A statement regarding the allocation or division of debts.

Vehicles

1. A statement as to whether there are vehicles.
2. If the vehicle title is to be transferred between parties, the Vehicle Identification Number (VIN) must be provided.
3. If the title is not to be transferred, then a statement that the vehicle is already titled to the receiving party.

Household Goods and Furnishings

1. A statement that all personal property has been divided and exchanged.
2. If personal property has not been divided and exchanged, the mandatory language that the parties shall exchange and divide all personal property no later than (ninety) 90 days after the filing date of the final decree.

Spousal Support [DR49(B)]

1. A statement as to whether spousal support is to be paid.
2. A statement as to whether the court will retain jurisdiction over spousal support.
3. A statement of the amount of the spousal support obligation.
4. Findings of fact which justify the award.
5. A clear statement of the term of the award.
6. The effective date of the spousal support obligation.
7. A statement of arrears and date owed through, if applicable.
8. A statement as to whether payment is to be made directly, or through CSEA, or OCSPC.
9. If spousal support is to be paid through CSEA or OCSPC, must include two percent processing fee.
10. If spousal support is to be paid through CSEA or OCSPC, all mandatory language in regard to spousal support must be included.
 - a. Mandatory language requiring withholding.
 - b. Mandatory language regarding payment through CSEA directly until a withholding goes into effect.
 - c. Mandatory language regarding acceptance of payments of support not made through the CSEA shall be deemed a gift.
 - d. Mandatory language regarding House Bill 352.
 - e. Mandatory language regarding parties' duty to notify CSEA in writing of change in income source and the availability of any other sources of income.
 - f. Mandatory language regarding notice to CSEA in writing or remarriage if the remarriage would terminate the obligation to pay spousal support.
 - g. Mandatory language regarding instructions to make payment through the CSEA.
 - h. Mandatory language regarding instructions to make payment through the OCSPC.
11. Statement that the support should be made payable in increments that coincide with obligor's pay period.

Retirement [DR49(B)]

1. A statement that all retirement plans have been disclosed.
2. A statement as to how retirement plans are to be divided.
3. If QDRO, DOPO, or other order dividing retirement plans is issued, a provision that the intent of the order is to fairly distribute to the Alternate Payee his or her share of

- the marital portion of the retirement plan.
4. If QDRO, DOPO, or other order dividing retirement plans is issued, a provision that in the event there is a defect in the wording of the QDRO, the court shall retain jurisdiction to modify the QDRO, DOPO or other order.
 5. The Separation Agreement shall contain an order requiring the Alternate Payee and the Alternate Payee's trial counsel to prepare all documents required by the Plan Administrator, or any other named account holder.
 6. The Separation Agreement shall contain an order requiring that the Plan Participant and the Plan's Participants Trial Counsel shall cooperate to facilitate the preparation of the QDRO, DOPO, or any other order dividing a retirement plan.
 7. The Separation Agreement shall contain an order requiring that both parties and attorneys shall sign the QDRO, DOPO, or any other order dividing a retirement plan prior to submission to the Case Management Office.
 8. The Separation Agreement shall contain an order requiring that the QDRO, DOPO, or any other order dividing a retirement plan shall be consistent with the terms of the division of retirement plan set out in the separation agreement or Separation Agreement.
 9. The Separation Agreement shall contain an order requiring that the QDRO, DOPO, or any other order dividing a retirement plan shall be filed within forty-five (45) days of the file-stamped date of Judgment Entry and Separation Agreement.
 10. The Separation Agreement shall contain an order requiring that the Court specifically reserves jurisdiction over the filing of the QDRO, DOPO, or other order dividing retirement plans.
 11. The Separation Agreement shall contain an order requiring that the Court also reserves the jurisdiction to impose all costs, including attorney fees, upon a party and/or attorney not complying with section DR49(B).

Payment of Court Costs [DR15]

1. The Separation Agreement shall set forth how court costs are to be paid.

Signatures on the Separation Agreement

1. The Separation Agreement is signed by both parties.

Number of Copies [DR13]

1. Two (2) copies, plus the original.
2. If spousal support is ordered, three (3) copies, plus the original.

Required Documents to be submitted with the Separation Agreement

- a. If spousal support is ordered and paid through the CSEA, a Withholding Order/Qualified Medical Child Support Order Information Sheet (Form DR201).
- b. If spousal support is ordered and paid through the CSEA, an original Title IV-D Application (Form ODHS 7076).