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## Domestic Relations and Juvenile Standardized Forms: Divorce With Children

These forms are available, by clicking on the links below, in an *interactive* PDF format, so they may be completed online and printed. The PDF files also may be downloaded to your computer. It is strongly suggested that you download the **latest version of Acrobat Reader**.

The forms also are available as Word documents, by clicking on the "Word" link beside each form.

The posted forms are formatted so headings and questions are on the same page as the corresponding blanks to be completed and so there is adequate space to complete the forms by hand. Changes to formatting can interfere with these features.

### Disclaimer

Please be aware that these forms do not include instructions or legal advice regarding your rights, responsibilities, and legal options.

To be fully informed and get answers to your questions, you should seek the advice of an attorney.

*To file, the Plaintiff **will** need:*

- Form 7 - Complaint for divorce with Children ([Word](#) | [PDF](#))
- Form 3 - Parenting Proceeding Affidavit ([Word](#) | [PDF](#))
- Form 1 - Affidavit of Income and Expenses ([Word](#) | [PDF](#))
- Form 2 - Affidavit of Property ([Word](#) | [PDF](#))
- Form 4 - Health Insurance Affidavit ([Word](#) | [PDF](#))
- DR Form 28/Juvi Form 10 - Request for Service ([Word](#) | [PDF](#))

*When filing, the Plaintiff **may** need:*

- Form 5 - Motion and Affidavit or Counter Affidavit for Temporary Orders ([Word](#) | [PDF](#))  
(not required, but should be filed if party wishes to have order in place during the pendency of the case)

*In response, the Defendant **will** need:*

- Form 10 - Answer to Complaint for Divorce with Children ([Word](#) | [PDF](#))
- Form 1 - Affidavit of Income and Expenses ([Word](#) | [PDF](#))
- Form 2 - Affidavit of Property ([Word](#) | [PDF](#))
- Form 4 - Health Insurance Affidavit ([Word](#) | [PDF](#))

*In response, the Defendant **may** need:*

- Form 8 - Counterclaim for Divorce ([Word](#) | [PDF](#))  
(this is not required, unless the Defendant chooses to file a Counterclaim)
- Form 5 - Motion and Affidavit or Counter Affidavit for Temporary Orders ([Word](#) | [PDF](#))  
(not required, but should be filed if party wishes to have orders in place during the pendency of the case)

*If an agreement is reached, the parties **will** need:*


- Form 16 - Separation Agreement ([Word](#) | [PDF](#))
- Form 17 - Shared Parenting Plan\* **OR**
- Form 18 - Parenting Plan\*

*To finalize the case, the court **will** need:*

- Form 12 - Judgment Entry ([Word](#) | [PDF](#))  
(parties may need to provide this if required by the local court)

### \*Parenting Time Schedule

**Check for other local court procedures.**

 Word files may be viewed, printed, and searched using the free **Word Viewer**.

### WHAT DO YOU NEED TO DO?

The links below identify specific situations. Clicking on the desired link will take you to a list of forms related to these situations.

- » [Divorce Without Children](#)
- » [Divorce With Children](#)
- » [Dissolution Without Children](#)
- » [Dissolution With Children](#)
- » [Parentage, Allocation of Parental Rights and Responsibilities, and Parenting Time](#)
- » [Change in Parenting Time](#)
- » [Change in Allocation of Parental Rights and Responsibilities](#)
- » [Change in Child Support, Medical Support, Tax Exemption, or Other Child-Related Expenses](#)
- » [Request the Enforcement of a Court Order and Hold the Other Party in Contempt for Violating the Court Order](#)

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JOHN C. KLAHN  
CLERK OF COURTS  
OTTAWA COUNTY, OHIO

2021 AUG -4 A 10:00

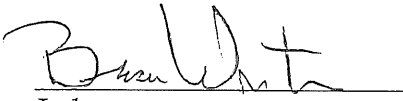
IN THE COMMON PLEAS COURT OF OTTAWA COUNTY, OHIO

In re: REQUIREMENT FOR INITIAL ) Judge Bruce Winters  
ACTIONS IN DOMESTIC )  
RELATIONS PROCEEDINGS ) Administrative Order No. *21m:01*

In order to ensure the proper administration of justice and make certain that all pleadings accepted for filing by the Clerk of Courts are complete,

IT IS HEREBY ORDERED:

The Clerk of Courts shall accept for filing only pleadings that comply with the attached document entitled "Requirement for Initial Actions."

  
\_\_\_\_\_  
Judge

## REQUIREMENTS FOR INITIAL ACTIONS

All listed forms must be included, satisfactorily complete, legible, signed, and notarized, where applicable, in order to be accepted for processing.

### A. DIVORCE, ANNULMENT, AND LEGAL SEPARATION ACTIONS:

- Complaint
- Instructions for service of the Complaint and other pleadings
- Affidavit of Basic Information, Income and Expenses
- Affidavit of Property and Debt
- Parenting Proceeding Affidavit (for actions with children)
- Health Insurance Affidavit (for actions with children)
- Motion for Temporary Orders (if applicable)

### B. DISSOLUTION OF MARRIAGE ACTIONS:

- Petition for Dissolution of Marriage
- Waiver of Service of Summons
- Affidavit of Basic Information, Income and Expenses
- Affidavit of Property and Debt
- Parenting Proceeding Affidavit (for actions with children)
- Health Insurance Affidavit (for actions with children)
- Separation Agreement
- Shared Parenting Plan or Parenting Plan (for actions with children)
- Judgment Entry – Decree of Dissolution of Marriage

OTTAWA COUNTY COMMON PLEAS COURT CASE DESIGNATION SHEET

Fax: 419-734-6875 email: cpclerksfilings@co.ottawa.oh.us

PLAINTIFF

Case No. \_\_\_\_\_

-vs-

Date of Filing \_\_\_\_\_

DEFENDANT

ATTORNEY FOR PLAINTIFF

Civil

- (CVA) ( ) PROFESSIONAL TORT (Medical Malpractice?) Y ( ) N ( )
- (CVB) ( ) PRODUCT LIABILITY
- (CVC) ( ) ALL OTHER TORTS
- (CVD) ( ) WORKERS COMPENSATION
- (CVE) ( ) FORECLOSURE
- (CVF) ( ) ADMINISTRATIVE APPEAL
- (CVH) ( ) ALL OTHER CIVIL
- ( ) OHIO MORTGAGE BROKER ACT (revised code chapter 1322)
- ( ) CONSUMER SALES PRACTICES ACT (revised code chapter 1345)
- ( ) SPECIFY: \_\_\_\_\_
- (CVG) ( ) SHOULD THIS BE DESIGNATED AS "COMPLEX LITIGATION" PURSUANT TO SUPERINTENDENCE RULE 8.01(B)?

IS THIS A REILING? ( ) OR A COMPANION CASE? ( )

IS THIS COMPLAINT TO BE SENT TO THE OHIO ATTORNEY GENERAL? ( ) (copy to be provided by attorney)

Domestic

**COMPLAINT FOR:**

- (DRA) ( ) DIVORCE WITH MINOR CHILDREN
- (DRB) ( ) DIVORCE WITHOUT MINOR CHILDREN
- (DRC) ( ) DISSOLUTION WITH MINOR CHILDREN
- (DRD) ( ) DISSOLUTION WITHOUT MINOR CHILDREN
- (DRH) ( ) CIVIL DOMESTIC VIOLENCE
- (DRI) ( ) U.R.E.S.A
- (DRJ) ( ) PARENTAGE

**MOTION FOR:**

- (DRE) ( ) CHANGE OF CUSTODY
- (DRF) ( ) VISITATION ENFORCEMENT OR MODIFICATION
- (DRG) ( ) SUPPORT ENFORCEMENT OR MODIFICATION
- (DRK) ( ) ALL OTHER SPECIFY: \_\_\_\_\_

**NOTICE:** THIS CASE DESIGNATION SHEET MUST BE COMPLETED BY COUNSEL FOR PLAINTIFF AND FILED WITH THE CLERK WHEN THE COMPLAINT IS FILED.