

ANSWER 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.

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.

Temporary Orders without Oral Hearing [DR20]

1. Any request for temporary orders without oral hearing shall be submitted using the Motion and Affidavit for Temporary Orders without Oral Hearing (Form DR301).

Service

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

Counsel Identification

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

Signatures on Answer

1. If defendant is represented by counsel, the Answer was signed by counsel.
2. If defendant is not represented by counsel, the Answer was signed by the defendant.

Number of Copies [DR13]

1. Two copies, plus the original.