

ANSWER AND COUNTERCLAIM 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.

Venue - §3105.03 ORC

1. A statement regarding jurisdiction.
2. A statement regarding venue.

Statement of Marriage - §3105.03 ORC

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

Grounds for Divorce

1. A statement of the grounds the parties rely upon for divorce.

Statement of Children

1. If there are no minor children born issue of the marriage, an affirmative statement that there are no minor children born issue of the marriage.
2. If there are children born issue of the marriage, a statement of the name(s) and date(s) of birth of all children born issue of the marriage.

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 and Counterclaim

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

Number of Copies [DR13]

1. Two copies, plus the original.