

HOW TO FILE FOR DIVORCE
 In
BUTLER COUNTY DOMESTIC RELATIONS COURT
 Government Services Center
 315 High Street, Second Floor
 Hamilton, Ohio 45011

DEFINITION: Divorce is the legal process to end a marriage.

1. Prepare and complete in full all documents listed below and submit to the court’s Case Management Office. The forms below cannot be completed online. Download the form and complete using [Acrobat® Reader](#). Once completed, click the **Print Form** button and save the file as a PDF. **SELF-REPRESENTED** parties should submit using [Document Submission page](#), or **ATTORNEYS** must submit through [e-Submission](#). Documents can also be dropped off at 315 High Street – 2nd Floor, Hamilton OH 45011, or fax (513) 785-5337. If you do not have access to email or fax, these documents can be dropped off at the court during normal operating hours or mailed to the address listed above. **(NOTE: SUBMITTING DOCUMENTS TO THE CASE MANAGEMENT OFFICE IS NOT AN OFFICIAL COURT FILING)**

NO MINOR CHILD(REN)

No Children - Complaint for Divorce, Legal Separation, or Annulment with No 75N (No Request for Temporary Orders)

DR729 – Family Information Sheet	Provided on Court’s website
Complaint*	Provided on Court’s website

No Children - Complaint for Divorce, Legal Separation, or Annulment with 75N (Request for Temporary Orders)

DR729 – Family Information Sheet	Provided on Court’s website
Complaint*	Provided on Court’s website
DR301 -Motion and Affidavit for Temporary Order w/o Oral Hearing	Provided on Court’s website.
DR201- Withholding Order/Qualified Medical Child Support Order Information Sheet (ONLY NEEDED IF REQUESTING TEMPORARY SPOUSAL SUPPORT)	Provided on Court’s website.
Two Most Recent Paystubs (ONLY NEEDED IF REQUESTING TEMPORARY SPOUSAL SUPPORT)	

No Children -Complaint for Divorce, Legal Separation, or Annulment with Separation Agreement

DR729 – Family Information Sheet	Provided on Court’s website
Complaint*	Provided on Court’s website
Separation Agreement*	Provided on Court’s website
DR201- Withholding Order/Qualified Medical Child Support Order Information Sheet	Provided on Court’s website

(ONLY FOR SPOUSAL SUPPORT ORDERS PAID THROUGH CSEA)	
Title IV Application (Form ODHS 7076) (ONLY FOR SPOUSAL SUPPORT ORDERS PAID THROUGH CSEA)	Provided on Court's website

MINOR CHILD(REN)

Children - Complaint for Divorce, Legal Separation, or Annulment with No 75N (No Request for Temporary Orders)

DR729 – Family Information Sheet	Provided on Court's website
Complaint*	Provided on Court's website
DR803-Guidelines for Parents Living in Different Homes	Provided on Court's website
DR628- Notice to Attend Mandatory Education	Provided on Court's website
DR616-Information for Parenting Proceeding Affidavit	Provided on Court's website

Children - Complaint for Divorce, Legal Separation, or Annulment with 75N (Request for Temporary Orders)

DR729 – Family Information Sheet	Provided on Court's website
Complaint*	Provided on Court's website
DR301-Motion and Affidavit for Temporary Order w/o Oral Hearing*	Provided on Court's website
Health Insurance Affidavit	Provided on Court's website or Ohio Supreme Court Affidavit4
Title IV Application (Form ODHS 7076)	Provided on Court's website
DR201- Withholding Order/Qualified Medical Child Support Order Information Sheet	Provided on Court's website
Child Support Worksheet (DR624 OR DR625)	ODJFS Worksheet
Two Most Recent Paystubs	
DR803-Guidelines for Parents Living in Different Homes	Provided on Court's website
DR628- Notice to Attend Mandatory Education	Provided on Court's website
DR616-Information for Parenting Proceeding Affidavit	Provided on Court's website

Children - Complaint for Divorce, Legal Separation, or Annulment with Separation Agreement

DR729 – Family Information Sheet	Provided on Court's website
Complaint*	Provided on Court's website
DR803-Guidelines for Parents Living in Different Homes	Provided on Court's website
DR628- Notice to Attend Mandatory Education	Provided on Court's website
DR616-Information for Parenting Proceeding Affidavit	Provided on Court's website
Separation Agreement	Provided on Court's website

Guidelines for Parenting Time -Form DR610.1, (If applicable)	Provided on Court's website
Child Support Worksheet (DR624 OR DR625)	ODJFS Worksheet
DR201- Withholding Order/Qualified Medical Child Support Order Information Sheet	Provided on Court's website
Health Insurance Affidavit	Provided on Court's website or Ohio Supreme Court Affidavit4
Title IV Application (Form ODHS 7076)	Provided on Court's website

2. The court's Case Management Office will review your submitted documents in the order received and determine if any corrections are necessary. **NO PAPERWORK WILL BE CHECKED WHILE THE PARTY WAITS.**
3. After the paperwork is reviewed you will be notified by telephone or email as to whether your paperwork is properly completed. The paperwork will not be approved unless it is procedurally correct. In the majority of cases, corrections/revisions will be necessary and documents will need to be resubmitted until correct.
4. Once the paperwork is **CORRECT**, it will be emailed with back to you or available for you to pick up at the court. You will then make the required copies, file with Clerk of Courts and pay the filing fees.
5. You will be responsible for following up and checking on service through the Clerk of Courts website.
6. If there are minor children, parties must register and attend the mandatory Parent Education Class at the Forensic Evaluation Services Center. Registration can be done by calling (513) 869-4014 or online <https://fesc-oh.org/parenting-during-divorce-class-registration/>.

DISCLAIMER: These instructions are provided as a public service of the Butler County Domestic Relations Court. THE EMPLOYEES OF THE DOMESTIC RELATIONS COURT ARE FORBIDDEN TO OFFER LEGAL ADVICE OR ASSIST YOU IN FILING FOR A DIVORCE. The court's Local Rules are available online at [Butler County Domestic Relations Court, OH \(https://drcourt.bcoho.gov\)](https://drcourt.bcoho.gov). We recommend that you seek advice from an attorney, either in private practice (Butler County Bar Association-Lawyer Referral Service at (513) 896-6671 or www.butlercountybar.org.) or at Legal Aid (513) 241-9400. Legal resources are available to you at the Butler County Law Library located at 10 Journal Sq. Suite 200, Hamilton, OH 45011.