

INSTRUCTIONS FOR FILING A NOTICE OF INTENT TO RELOCATE FORM

BUTLER COUNTY DOMESTIC RELATIONS COURT

DISCLAIMER: This form has been provided to you as a public service of the Butler County Domestic Relations Court. If you choose to represent yourself and use this form, please understand that state law prohibits the staff of the Domestic Relations Court to provide legal advice. Local Rules of Court are available online at www.butlercountycourt.org. If you have questions regarding your legal rights, or your responsibilities, you must contact an attorney. You can call Legal Aid at 241-9400 or the Butler County Bar Association at 896-6671.

STEPS FOR FILING A NOTICE OF INTENT TO RELOCATE FORM (RULE DR 34)

1. If a parent or other legal custodian desires to move, he/she must prepare and file a Notice of Intent to Relocate Form with the Clerk of Court. This includes the Certificate of Service section within the form.
2. Parties must prepare and file the notice within the following time frames:
 - (i) If relocating within Butler County – at least **thirty (30)** days in advance of the move (Form C13);
 - (ii) If relocating outside Butler County – at least **sixty (60)** days in advance of the move (Form C13A).
3. Parties must provide a file stamped copy of their Notice of Intent to Relocate Form to:
 - (i) The other parent by mail. The Certificate of Service section on the form states that the filing party is sending it to the other party by ordinary mail. The filing party will fill in the date based on when they are mailing the form.
 - (ii) The Domestic Relations Court Case Management Office. The form may be mailed or delivered to the Butler County Domestic Relations Court Case Management Office 315 High St., 2nd Fl. Hamilton, Ohio 45011.
 - (iii) The Butler County Child Support Enforcement Agency (CSEA). The form may be mailed or delivered to the Butler County Child Support Enforcement Agency, Government Services Center, 315 High Street, 7th Floor, Hamilton, Ohio 45011. Please note the CSEA closes at 4:00 pm.
4. If either parent believes the relocation will require a change in the allocation of parenting time, it is the responsibility of that parent to file a motion to review the allocation of parenting time.
5. If a parent believes that the move requires a change in residential parent status, that parent may file a motion for change of residential parent or modification of the Shared Parenting Plan, in accordance with Rule DR39(B).