

## INSTRUCTIONS FOR FILING OBJECTIONS TO MAGISTRATE'S DECISIONS

### 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 [Butler County Domestic Relations Court, OH \(https://drcourt.bcoho.gov\)](https://drcourt.bcoho.gov). If you have questions regarding your legal rights, or your responsibilities, you must contact an attorney. You can call Legal Aid at (513) 241-9400 or the Butler County Bar Association at (513) 896-6671.

**DEFINITION:** Objections to Magistrate's Decisions may be filed if you feel that a magistrate was in error in issuing a decision on your hearing. The Judge assigned to your case number must hear objections to Magistrate's Decisions.

### STEPS FOR FILING OBJECTIONS TO MAGISTRATE'S DECISIONS

1. The Objection to Magistrate's Decision Form ([Form C-14](#)) must be completed. You are the moving party when you file a motion with the Court. The Case Management Office can provide you with your case number if you need assistance.
2. In the space provided on the form, describe why you are filing the objection and what you want the Court to do.
3. After filling out the Objection to Magistrate's Decision Form, you must obtain a hearing date, time, and location of hearing and name of judge hearing your objection from the Case Management Office of the Domestic Relations Court. You can contact the Case Management Office at (513) 887-3100 ext. 2.
4. **All** hearing dates are based upon the method of requested service. You need to choose which method of Service you would like Clerk to use when presenting your motion to the other party. **The other party must be served with your motion before you can have your hearing.**
5. Anyone objecting to a magistrate's findings of fact needs to provide the Court with a transcript of the hearing that you are objecting to. If a transcript is required, the transcript shall be requested and deposit paid at the same time the objection is filed. Transcripts shall be ordered in accordance with DR 18. Arrangements for transcripts can be made by contacting the Administrative Office of the Court at (513) 887-3100 ext. 4.
6. After completing your motion paperwork, submit your motion to the Case Management Office for review and approval. The forms 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 – 2<sup>nd</sup> Floor, Hamilton OH 45011, or via fax (513) 785-5337. The Case Management Office will determine if your motion

complies with the Ohio Revised Code, Ohio Rules of Civil Procedure and Local Rules of Court.

7. After filing your motion with the Clerk of Courts, you must give a file stamped copy of your motion to the Case Management Office of the Domestic Relations Court. **If you do not provide a file stamped copy of your motion, your hearing will be canceled.**

#### **PREPARING FOR YOUR COURT HEARING:**

1. Gather copies of any letter, notes, calendars or other materials that are related to your motion.
2. Bring two copies of each item with you. One is for the Court and one is for the other party.
3. Please be advised that the other party may have an attorney present.
4. Each party will present their case to the hearing officer, who will either issue a decision at the time of the hearing, or take your case under advisement. A hearing officer has thirty **(30) days** to issue a decision on a case that has been taken under advisement.