

INSTRUCTIONS FOR SUBMITTING AN AGREED ENTRY (NO HEARING REQUIRED)

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.

1. A completed and notarized Agreed Entry-No Hearing Required Form (Form DR716) and 6 copies **must** be completed and submitted to the Butler County Domestic Relations Case Management Office for review. The Case Management Office will determine if your filing complies with the Ohio Revised Code, Ohio Rules of Civil Procedure and local rule of court.
2. If you are filing an agreed entry for **modification of child support to guideline amount**, you must complete and attach the following forms:
 - a. Basic Child Support Schedule (Form DR626);
 - b. Supreme Court Affidavit 4;
 - c. Title IV-D Application (Form ODHS 7076);
 - d. Withholding Order/Qualified Medical Child Support Order Information Sheet (Form DR201); and
 - e. An Affidavit of Income must be completed and exchanged by the parties before the agreed entry is filed.
3. If you are filing an agreed entry for **modification of spousal support to guideline amount**, you must complete and exchange an Affidavit of Income with the other party.
4. If you are filing an agreed entry for **modification of health insurance responsibility**, you must complete a Withholding Order/Qualified Medical Child Support Order Information Sheet (Form DR201) to be attached.
5. If you are filing an agreed entry for **modification of residential parent status under a shared parenting plan for school purposes only** there are no additional forms needed.
6. Once your complaint and forms are completed, you must submit them 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 – 2nd Floor, Hamilton OH 45011, or via fax (513) 785-5337. The Case Management Office will determine if your complaint and forms comply with the Ohio Revised Code, Ohio Rules of Civil Procedure and Local Rules of Court.

7. Once your agreement is approved, you will need to contact the Clerk of Courts at (513) 887-3278 and make arrangements to pay the filing fee.