

## INSTRUCTIONS FOR FILING A COMPLAINT FOR CUSTODY AND SUPPORT

### 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:** A filing to determine custody and support orders regarding children of married parents who are currently living separate and apart.

### STEPS FOR FILING A COMPLAINT FOR CUSTODY AND SUPPORT

1. Before filing a Complaint for Support and Custody, all pleadings **must** be completed and submitted to the Butler County Domestic Relations Case Management Office for review. The Case Management Office will determine if your complaint complies with the Ohio Revised Code, Ohio Rules of Civil Procedure and local rule of court.
2. You may file for a Complaint for Custody and Support if;
  - a. You are currently married to the biological father or mother of your child(ren);
  - b. You are living separate and apart from your spouse;
  - c. Your child(ren) **have not** been involved in a divorce or dissolution; and
  - d. Your child(ren) **have not** been involved in a child abuse, child neglect, or dependency case.
3. The Court will provide you with the following forms to be completed:
  - a. A Family Information Sheet ([Form DR729](#));
  - b. A Complaint for Custody and Support ([Form DR727](#));
  - c. Supreme Court Affidavit 4;
  - d. Title IV-D Application ([Form ODHS 7076](#));
  - e. Withholding Order/Qualified Medical Child Support Order Information Sheet ([Form DR201](#)); and
  - f. An Information for Parenting Proceeding Affidavit ([Form DR616](#)) or Supreme Court Affidavit 3; and
  - g. Guidelines for Parents Living in Different Homes ([Form DR803](#)).
4. 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 – 2<sup>nd</sup> 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.

5. After your complaint and forms are approved, you will need to file it with the Clerk of Courts' Office and pay the **Filing Fee/Court Cost**. Please contact the Clerk of Courts at (513) 887-3278 if you have any questions about methods of payment for filing fees.