

**IN THE COURT OF COMMON PLEAS  
DOMESTIC RELATIONS DIVISION  
BUTLER COUNTY, OHIO**

**INSTRUCTIONS FOR DISSOLUTION OF MARRIAGE WITH CHILDREN**

**WARNING:** This form is not a substitute for the benefit of the advice of legal counsel. It is highly recommended that you consult an attorney. Court staffs legally prohibited from providing legal advice. It is recommended that you review the Court's Local Rules which can be found at <https://drcourt.bcoho.gov/>. You can contact Legal Aid at (513) 241-9400 or the Butler County Bar Association at (513) 896-6671.

**When to use these forms?**

These forms are used to request ending the marriage when the parties have agreed on all aspects of the termination, including the division of real estate, personal property, debts, spousal support, and the care and custody of the minor children.

**DEFINITION:** Dissolution of marriage is a legal end to the relationship between spouses. All terms of the dissolution must be agreed upon at time of filing including issues relating to support, parenting and property.

**ALL DOCUMENTS MUST BE TYPED OR NEATLY PRINTED**

**STEPS FOR FILING A PETITION FOR DISSOLUTION OF MARRIAGE**

Step 1: Complete the following documents: (All forms can be found at <https://drcourt.bcoho.gov/>) \*\*\* **NO DOUBLE SIDED PAGES** \*\*\*

1. [DR 729 - Family Information Sheet](#);
2. [Petition for Dissolution with Minor Children with Waiver of Service](#) (original plus 2 copies);
3. [Separation Agreement](#) (original plus 2 copies, or original plus 3 copies if support is ordered);
4. [Decree of Dissolution](#) (original plus 6 copies);
5. [Waiver of Service](#), if not included in Petition, (original plus 2 copies);
6. [Waiver of Representation](#), if applicable, (original plus 2 copies);
7. [Shared Parenting Plan](#), if applicable, (original plus 3 copies);
8. [Decree of Shared Parenting](#), if applicable, (original plus 6 copies);
9. [Affidavit of Property](#) (Form DR602-B) exchanged between the parties;
10. [Affidavit of Income](#) (Form DR602-A) exchanged between the parties;
11. [Affidavit of Expenses](#) (Form DR602-C) exchanged between the parties;

**If both parties are unrepresented, all 602 Affidavits shall be provided to the court with your documents.**

12. [Withholding Order Information Sheet](#) (Form DR201);
13. [Child Support Worksheet](#), Completed and Signed (original plus 3 copies);
14. [ODHS 7076 –Title IV](#), signed;
15. [Health Insurance Affidavit](#), signed and notarized;
16. [Appendix 1](#), completed (original plus 3 copies);
17. [DR610.1 Guidelines for Parenting Time](#), if applicable (original plus 3 copies);

18. [DR616 Parenting Proceeding Affidavit](#), signed and notarized (original plus 2 copies);
19. [DR628 Notice to Attend Mandatory Education Class](#) (original plus 2 copies);
20. [DR803 – Guidelines for Parent Living in Different Homes](#) (original plus 2 copies);

Step 2: Submit all completed documents to the Case Management Office for review and approval. 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 – 2<sup>nd</sup> Floor, Hamilton OH 45011.

**DOCUMENTS WILL BE REVIEWED IN THE ORDER THEY ARE RECEIVED. NO PAPERWORK WILL BE CHECKED WHILE THE PARTY WAITS.** It is not unusual for corrections to be required.

Step 3: Wait at least five (5) business days for the Case Management Office to contact you via email or telephone as to whether your paperwork is properly completed. The paperwork will not be approved unless it is procedurally correct. Once the paperwork is **CORRECT**, you must drop off to the court the originals of each document and required number of copies for final approval. If corrections are required, make the corrections listed on the checklist and resubmit using the steps listed in Step 2. Continue with this process until the only correction is the requirements for original and copies.

Step 4: Retrieve Stamped Approved original and copies from the court for filing.

Step 5: Take all the Approved originals and copies to the Court Clerk's office (5<sup>th</sup> Floor) for filing. You must pay the filing fee at that time. The fee schedule can be found on the Court Clerk's website <http://www.butlercountyclerk.org/>. Please contact the Clerk of Courts at (513) 887-3278 if you have any questions about methods of payment for [Filing Fee/Court Cost](#).

Step 6: Wait to receive notice of the FINAL HEARING. Hearing notices will be sent to both parties at the addresses listed on the petition. The final hearing date will be scheduled not less than 30 day from the date of filing but not more than 90 days from the date of filing. If it has been 30 days from the date of filing and you have not received a notice of hearing, you can check the Butler County Clerk of Courts to see if a Notice was sent and/or contact the Court at (513) 887-3100 ext. 2 for information about the hearing.

Step 7: Attend the FINAL Hearing. **BOTH PARTIES MUST BE PRESENT. BOTH PARTIES MUST BRING A PHOTO ID TO YOUR HEARING.** If you have no photo ID, and no way to obtain one, you must bring your social security card. If one or both parties cannot be present, then a continuance can be requested. Review the Court's website, <https://drcourt.bcoho.gov/> for instructions on filing a motion for continuance. Continuances are not guaranteed but granted or denied at the discretion of the Assigned Judge.