

DECREE OF SHARED PARENTING CHECKLIST

Case Caption [DR1(B), DR12]

1. Parties' names.
2. Parties' addresses. The filing party may request that their address be confidential through the filing of a motion.
3. Parties' telephone numbers.
4. Parties' date of birth.
5. The name of the assigned judge.
6. Case number.
7. The caption of each pleading shall contain the identification: Court of Common Pleas, Butler County, Ohio, Domestic Relations Division and further identification of the type of pleading.

Style of Pleading [DR12]

1. All pleadings and forms required by the Court shall be typewritten or printed legibly in ink.
2. All pleadings and forms shall be printed on white letter size paper (approximately 8 ½" by 11").
3. All pleadings and forms shall be printed on one side only, with 1" margins, and each page shall be numbered.

Statement of Hearing

1. A place for the name of the hearing officer who heard the case in the body of the decree.
2. A place for the date the hearing was held in the body of the decree.
3. If a magistrate heard the hearing, a waiver of findings of fact and conclusions of law and objection period unless a DR18 is filed.

Jurisdiction of Child(ren): Juvenile Court or another Court [DR49(C)]

1. A provision that both parents are residential parent of the child(ren).
2. When the children are subject to a parenting order through a "DS" case from this Court pursuant to ORC 2301(K), every decree and final order for divorce, annulment or legal separation shall include:
 - i. A statement that this Court, through case number "DS____" has jurisdiction over some or all of the children of a marriage and identify those children by name.
 - ii. That the parenting order adopted in the decree and final order addresses all parenting issues.
 - iii. A statement that "DS____" shall be dismissed upon filing of the decree and final order, and that all further parenting issues will be addressed in the "DR" case.

Statement of Arrears

1. A statement of child support arrears and date owed through.

Statement regarding Shared Parenting Plan

1. A statement incorporating the Shared Parenting Plan by reference into the Decree is required.

Counsel Identification

1. Counsel for Plaintiff/First Petitioner provided their name, Supreme Court Registration Number, address and telephone number.
2. Counsel for Defendant/Second Petitioner provided their name, Supreme Court Registration Number, address and telephone number.

Signatures on Decree

1. If both parties are represented by counsel, the Decree is signed by both attorneys.
2. If one party is represented by counsel, the Decree is signed by the attorney and the *pro se* litigant.
3. If neither party is represented by counsel, the Decree is signed by both *pro se* litigants.
4. A signature line for hearing officer. (If a magistrate heard the final hearing, a signature line for the magistrate and assigned case judge must be present.)

Number of Copies [DR13]

1. Six (6) copies, plus the original.