

**MOTION/REQUEST FOR ORAL HEARING/SET ASIDE TEMPORARY
ORDERS (DR302)**

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.
8. Name of motion.

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.
4. Each page shall be numbered.

Notice of Hearing [DR 29(A)]

1. The notice shall state the time of the hearing.
2. The notice shall state the date of the hearing.
3. The notice shall state the location of the hearing.
4. The notice shall state the name of the judge or magistrate hearing the motion.
5. The notice shall state the format of the hearing (i.e. telephone, video, in-person, etc.).
6. In the case of a telephone or video hearing, a statement that the party to whom the motion is directed shall contact the Case Management Office a minimum of one business day in advance to confirm their phone and email information.

Service

1. A statement of instructions or request for service signed by the party or counsel.

Counsel Identification

1. Counsel for the filing party provided their name, Supreme Court Registration Number, address and telephone number.

Signatures on Motion

1. If the filing party is represented by counsel, the Motion was signed by counsel.
2. If the filing party is not represented by counsel, the Motion was signed by the filing party.

Number of Copies [DR13]

1. Original and four (4) copies.