

JACKSON COUNTY COMMON PLEAS COURT

PROCEDURE FOR FILING DISSOLUTION - WITH CHILDREN

When filing your own dissolution of marriage action you are responsible for preparing your own documents and for filing them properly. The Court staff is unable to assist you with this. The paperwork **MUST be filed in the proper order** and **MUST be on 8 ½ x 11 paper**. The copies needed are as follows:

- 1.) Petition - Original and 2 copies
- 2.) Separation Agreement - Original and 6 copies
- 3.) Waivers, affidavits and **child support worksheet** - Original and 2 copies
- 4.) Local Rule DR Form 2 – Personal History Form
- 5.) Local Rule DR Form 3 – Health Insurance Disclosure Affidavit
- 6.) Local Rule DR Form 4 – Information for Parenting Proceeding (or any form that complies with ORC 3109.27)
- 7.) Decree - Original and 3 copies

Before bringing your documents to the Clerk of Court's Office to be filed, please be sure that they are signed and notarized, if required, and that all copies have been made. Also, the documents **MUST** be put together in the proper order **BEFORE FILING** with the Clerk of Court's Office.

The original copy of the Petition should be stapled to the original copy of the Separation Agreement and each copy of the Petition should be stapled to a copy of the Separation Agreement. Place the original and two copies of all waivers, affidavits and forms behind the three copies of the Petition and Separation Agreement. Do not staple the packet of documents together.

The above documents need to be filed with the Clerk of Courts (third floor of the Courthouse), along with your deposit of \$225.00, which can be paid by cash, check or money order. Once the documents are filed with the Clerk of Courts, the Assignment Commissioner will set a hearing date for the dissolution and mail a copy to each party. The hearing date must be scheduled at least 30 days after the date of filing the Petition, but within 90 days from the date of filing.

While the Decree and remaining copies of the Separation Agreement will not actually be filed at this time, the Clerk's staff will date stamp the extra copies of the Separation Agreement. Four copies of the Decree and Separation Agreement should be brought with you to the final hearing. Staple one copy of the Separation Agreement to the original Decree and staple the remaining copies of the Decree and Separation Agreement together. **Make sure the case number, date of hearing, and all blanks are filled in on the Decree and that both parties have signed it.**

A week to 10 days after the final hearing has been held, a certified copy of the Decree and Separation Agreement will be mailed to you by the Clerk of Court's office. The extra copy will be furnished to the Child Support Enforcement Agency.