

Helpful Hints for Domestic Relations Filings

Please note that your Court filing might be dismissed if you do not comply with our Local Rules.

- You must put the **full names and addresses of the parties** in the caption (the top part of the first page of the document), even if the form you are using does not ask for this information.
- You must put your **phone number** in the caption or at the end of the document where you sign, even if the form you are using does not ask for this information.
- Every complaint or motion that reopens a case must have a **request for service** asking the clerk of courts to mail it to the other party, but other pleadings and motions must have a **proof of service** indicating that **you mailed it to the other party**.
- All pleadings and motions have to be signed by the party filing them.
- All pleading and motion documents need to be submitted in the proper page order and stapled if it is more than one page.
- If a document needs to be notarized, have it notarized before you get to the clerk's office.
- Consult the attached checklist for what documents need to be filed.
- See the links listed on the attached checklist for more information.
- **Motion Scheduling:** Local Rule 4.05 provides that motion hearings and non-oral considerations of motions are generally held on **the second Monday following filing**. The schedule is published the Monday prior. **Web Posting:** You can obtain the schedule from the Court's website: www.co.tuscarawas.oh.us/Courts
Click on "Case Information and Docket Search"

Court of Common Pleas, Tuscarawas County, Ohio, General Trial Division

Domestic Relations Filing Checklist

The following forms need to be filed for each type of case. The Court may refuse to consider any pleadings or opposition filed without the required documentation. Please see Local Rule 10.10 for more information. See the link listed on page 3 for information on money that may be due upon filing.

<p>Dissolution:</p>	
<p>Petition for Dissolution of Marriage without Children</p> <p> <input type="checkbox"/> Domestic Relations Case Designation form <input type="checkbox"/> Disclosure of Personal Identifier Information <input type="checkbox"/> Petition for Dissolution <input type="checkbox"/> Waiver of Service of Summons <input type="checkbox"/> Separation Agreement <input type="checkbox"/> Petitioner 1's Financial Affidavit <input type="checkbox"/> Petitioner 2's Financial Affidavit <input type="checkbox"/> Magistrate's Decision/Judgment Entry (recommended) </p>	<p>Petition for Dissolution of Marriage with Children</p> <p> <input type="checkbox"/> Domestic Relations Case Designation form <input type="checkbox"/> Disclosure of Personal Identifier Information <input type="checkbox"/> Petition for Dissolution <input type="checkbox"/> Waiver of Service of Summons <input type="checkbox"/> Separation Agreement <input type="checkbox"/> Shared Parenting Plan <i>if applicable</i> <input type="checkbox"/> Petitioner 1's Financial Affidavit <input type="checkbox"/> Petitioner 2's Financial Affidavit <input type="checkbox"/> Uniform Child Custody Jurisdiction Enforcement Act Declaration (UCCJEA) <input type="checkbox"/> Private Health Insurance Questionnaire <input type="checkbox"/> Application for Child Support Services (IV-D application) if not filed previously <input type="checkbox"/> Child support calculation- all cases, regardless of agreement between the parties (software is available at the Tuscarawas County Law Library) <input type="checkbox"/> Magistrate's Decision/Judgment Entry (recommended) </p>
<p>Divorce:</p>	
<p>Divorce without Children</p> <p> <input type="checkbox"/> Domestic Relations Case Designation form <input type="checkbox"/> Disclosure of Personal Identifier Information <input type="checkbox"/> Complaint for Divorce <input type="checkbox"/> Request for Service/ Instructions for Service <input type="checkbox"/> Affidavit of Property <input type="checkbox"/> Affidavit of Income and Expenses </p> <p><i>Optional: Motions, Affidavits for Temporary Orders</i></p>	<p>Divorce with Children</p> <p> <input type="checkbox"/> Domestic Relations Case Designation form <input type="checkbox"/> Disclosure of Personal Identifier Information <input type="checkbox"/> Complaint for Divorce <input type="checkbox"/> Request for Service/ Instructions for Service <input type="checkbox"/> Uniform Child Custody Jurisdiction Enforcement Act Declaration (UCCJEA) <input type="checkbox"/> Affidavit of Income and Expenses <input type="checkbox"/> Affidavit of Property <input type="checkbox"/> Private Health Insurance Questionnaire <input type="checkbox"/> IV-D application (application for Child Support Services) if not filed previously <input type="checkbox"/> Child support calculation- all cases (software is available at Tuscarawas County Law Library) </p>

<p>Answer to Complaint for Divorce without Children</p> <p>____ Defendant's Answer with Certificate of Service</p> <p>____ Affidavit of Property</p> <p>____ Affidavit of Income and Expenses</p>	<p><i>Optional: Motions, Affidavits for Temporary Orders</i></p> <p>Answer to Complaint for Divorce with Children</p> <p>____ Defendant's Answer with Certificate of Service</p> <p>____ Affidavit of Property</p> <p>____ Affidavit of Income and Expenses</p> <p>____ Private Health Insurance Questionnaire</p> <p>____ Uniform Child Custody Jurisdiction Enforcement Act Declaration (UCCJEA)</p>
<p>Motions:</p>	
<p>Motions Regarding Spousal Support</p> <p>____ Domestic Relations Case Designation form if re-opening the case</p> <p>____ Motion and Supporting Memorandum</p> <p>____ Affidavit in Support * optional- needed if you are requesting a ruling without an oral hearing first</p> <p>____ Proposed Magistrate's Order (if an atty. is filing)</p> <p>____ Affidavit of Income and Expenses</p> <p>____ Proof of Service</p> <p>____ Application for Child Support Services (IV-D application) if not filed previously</p>	<p>Motions Regarding Children and Child Support</p> <p>____ Domestic Relations Case Designation form if re-opening the case</p> <p>____ Motion and Supporting Memorandum</p> <p>____ Affidavit in Support * optional- needed if you are requesting a ruling without an oral hearing first</p> <p>____ Proposed Magistrate's Order (if an atty. is filing)</p> <p>____ Proof of Service</p> <p>____ Affidavit of Income and Expenses</p> <p>____ Private Health Insurance Questionnaire</p> <p>____ Uniform Child Custody Jurisdiction Enforcement Act Declaration (UCCJEA)</p> <p>____ Child Support calculation- all cases (software is available at Tuscarawas County Law Library)</p> <p>____ Application for Child Support Services (IV-D application) if not filed previously</p> <p><i>*for motions to change visitation, the only forms needed: Case Designation, motion and affidavit, Declaration Under UCCJEA</i></p> <p><i>** if agreed motion is signed by both parties, Proof of Service is not needed</i></p>
<p>Motion to Show Cause for Contempt</p> <p>____ Domestic Relations Case Designation form if re-opening the case</p> <p>____ Uniform Child Custody Jurisdiction Enforcement Act Declaration (UCCJEA)*</p> <p>____ Motion with Instructions for Service</p> <p>____ Application for Child Support Services (IV-D application) if not filed previously*</p> <p><i>*UCCJEA Declaration and IV-D application needed only if alleged contempt issues concern children</i></p>	<p>Motions- General</p> <p>____ Domestic Relations Case Designation form if re-opening the case</p> <p>____ Motion</p> <p>____ Supporting Memorandum</p> <p>____ Affidavit in Support * optional- needed if you are requesting a ruling without an oral hearing first</p> <p>____ Proof of Service</p> <p>____ Proposed Magistrate's Order (if atty. is filing)</p> <p>____ Application for Child Support Services (IV-D application) if not filed previously</p>

Additional Resources

Filing fees and court costs deposit schedule:

<http://www.co.tuscarawas.oh.us/Courts/media/1129/deposit-schedule-2018.pdf>

Sample forms: <http://www.co.tuscarawas.oh.us/Courts/find-a-form>

Legal Information: <http://www.co.tuscarawas.oh.us/Courts/legal-information>

Local rules for our Court: <http://www.co.tuscarawas.oh.us/Courts/local-rules-of-practice>

Help in finding an attorney: www.tuscbar.com

Tuscarawas County Law Library: 330-365-3224; <http://www.co.tuscarawas.oh.us/LawLibrary.htm>

Southeastern Ohio Legal Services: 330-339-3998; <http://www.seols.org/>

Notes: