IN THE COURT OF COMMON PLEAS OF PORTAGE COUNTY
DOMESTIC RELATIONS DIVISION

CHECKLIST FOR DISSOLUTIONS AND DIVORCES

EMPLOYEES OF THE DOMESTIC RELATIONS COURT CANNOT OFFER LEGAL ADVICE OR ASSIST YOU IN FILING A DISSOLUTION OR DIVORCE. ALL THE INFORMATION WE CAN PROVIDE IS ON THIS DOCUMENT. We recommend that you seek advice from an attorney, either in private practice or through legal aid. The Portage County Bar Association offers reduced fee legal services through the Portage County Mission Program. You may call Community Legal Aid to apply for such services at 1-800-998-9454.

Minimum Requirements for Dissolution:

1. Petition for Dissolution
2. Waiver of Service of Summons
3. Separation Agreement ●
   a. All assets and debts should be identified, valued and assigned to one party or the other
4. Notice of Hearing
5. Affidavit of Income and Expenses and Affidavit of Property or Local Affidavit of Financial Disclosure ●
6. If there are minor children:
   b. Parenting Proceeding Affidavit ●
   c. Health Insurance Affidavit ●
   d. CSEA Support Payment Registration Form
   e. Title IV-D Application
   f. Shared Parenting Plan, if applicable
   g. Ohio Child Support Guideline Calculation
   h. Health Care Determinations
   i. Both parties must attend the Children Are Forever or other pre-approved seminar
7. Decree of Dissolution

● Documents must be notarized

Minimum Requirements for Divorce:

1. Complaint for Divorce
2. Motion for Temporary Orders, if applicable
3. Instructions for Service
4. Notice of Hearing
5. Affidavit of Income and Expenses and Affidavit of Property or Local Affidavit of Financial Disclosure ●
6. If there are minor children:
   a. Parenting Proceeding Affidavit ●
   b. Health Insurance Affidavit ●
   c. CSEA Support Payment Registration Form
   d. Title IV-D Application
   e. Both parties must attend the Children Are Forever or other pre-approved seminar
7. If you are going to proceed on an uncontested basis:
   a. Separation Agreement ●
      i. all assets and debts should be identified, valued and assigned to one party or the other
   b. Shared Parenting Plan, if applicable
   c. Ohio Child Support Guideline Calculation, if applicable
   d. Health Care Determinations, if applicable
   e. Decree of Divorce

There may be other documents, pleadings and filings that the Court may require or that may be required depending on the issues in your case, the division of your marital assets and debts, and the allocation of your parental rights and responsibilities. This is not an exhaustive list of requirements **OR** a substitution for obtaining legal advice.

The Portage County Law Library, located at 241 S. Chestnut Street, Ravenna, Ohio 44266, is open to the general public if you wish to conduct your own legal research. **LIBRARY STAFF CANNOT PROVIDE LEGAL ADVICE. PLEASE DO NOT ASK**. We encourage you to consult an attorney, the Ohio Revised Code, the Ohio Rules of Civil Procedure and our local Rules of Court in preparing your legal documents.

After you complete your Petition for Dissolution or Complaint for Divorce and Motion for Temporary Orders, along with all other required documents, contact the Domestic Relations Court at (330) 297-3884 to obtain a hearing date.

When all paperwork is properly completed, signed and notarized, the Domestic Relations Court Compliance Officer is available on Tuesdays from 10:00 a.m. to 12:00 p.m. and on Wednesdays from 1:00 p.m. to 3:00 p.m. to review your documents for compliance purposes only. Any proposed final Decree of Dissolution or Decree of Divorce, with attached supporting documentation, must be reviewed by the Domestic Relations Court Compliance Officer prior to your final hearing.

PLEASE NOTE: BOTH PARTIES MUST BE PRESENT FOR A DISSOLUTION HEARING.

PROPER ATTIRE IS REQUIRED TO ENTER THE COURTROOM. If inappropriate attire is worn by either party, the matter will be rescheduled to a later date.