

## Delaware County Supplemental Forms **FILING A DIVORCE WITH CHILDREN**

This packet is for married couples with at least one minor child, 19-year-old child attending high school full-time, or child with disabilities, who are filing in Delaware County, Ohio. We suggest you read these instruction pages completely before starting to complete the included forms.

Most commonly, people file for divorce in Delaware County when they have resided in Ohio for at least six months and Delaware County for at least 90 days. There are other situations where you can file for divorce in Delaware County, but you would need to consult an attorney to determine if those situations apply to you.

You are receiving this packet of documents to file in Court, pro se, for divorce from your spouse. Pro se means you will complete these documents on your own, file them, and represent yourself. Please note that this packet is intended to help you comply with the local rule requirements of the Common Pleas Court of Delaware County Domestic Relations Division at the time this packet was created. The Local Rules may change and you may want to check the local rules, at <https://clerkofcourts.co.delaware.oh.us/local-rules/> before you file. You will need another packet with Ohio Supreme Court Forms, in addition to this packet of forms, to file for divorce. Please make sure you have both packets of forms before you file.

When you have completed the forms in this packet and the Ohio Supreme Court forms you are ready to file at the Clerk of Courts. You will file at The Clerk of Court, located in the Common Pleas Court of Delaware County, 117 N. Union St., Delaware, Ohio. The Clerk of Court is located on the third floor. We suggest you bring copies when you file. Copies should be made after you have the documents fully completed and notarized. You should bring four (4) copies of the complaint and three (3) copies of every other filing. If you do not have copies made, the Clerk will make copies at a charge to you. We do not know what this charge will be. We suggest you keep a copy of everything you file, and everything your spouse files, with your important papers.

**CAUTION: Divorce and custody affect important rights and involve difficult legal concepts. If you can afford an attorney, it would be reckless to proceed without one. Even licensed attorneys often refer the division of certain assets, such as retirement accounts and real estate, to specialists.**

Remember, your spouse's attorney does not represent you and you should not rely upon them for advice or explanations.

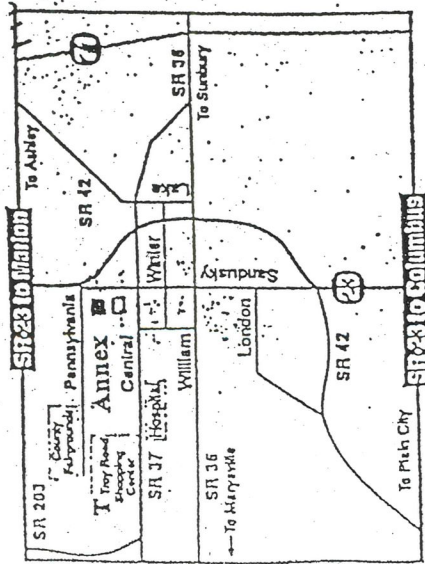
By providing these forms, the Legal Aid Society of Columbus and the attorneys who are on its staff have **NOT** agreed to represent you and **WILL NOT** be available to answer your questions regarding these forms.

Forms & Information Needed to File For Divorce in Delaware County	
Form Name	Purpose
<b>Case Designation Form</b>	This form is required. Provide the requested information to the best of your ability. Write the words “pro se” by Sup. Ct. No. In most cases you will place an “X” by “Divorce/Termination of Marriage, with children.”
<b>Duty to Keep Court Advised of Address Form</b>	This form is recommended, but not required. Complete the blank sections and attach a copy to your Complaint (Uniform Domestic Relations Form 7), found in the Ohio Supreme Court Packet. Read this Notice carefully. It outlines your and your spouse’s duty to keep the Court informed of your address during the case.
<b>Restraining Order</b>	This Order is required. Attach a copy of this Order to your Complaint (Uniform Domestic Relations Form 7), found in the Ohio Supreme Court Packet. Please read this Order carefully because local rule 2.04 states that this standard mutual restraining order will be enforceable against the Plaintiff upon filing. This Restraining Order will remain in effect until the case is over or otherwise modified by the Court.
<b>Parenting Supplemental Information Affidavit</b>	This affidavit is required. This affidavit will gather information regarding you and your spouse’s children. This is an affidavit, which means it is a sworn statement. It is important you ensure everything in this document is correct because it is signed under oath. Ensure everything is correct and complete any blank areas, even if you must write “unknown.” Do not sign this document until you are in front of a notary.
<b>Party Supplemental Information Affidavit</b>	This affidavit is required. This affidavit will gather information regarding you and your spouse. This is an affidavit so you should be sure to sign it in front of a notary.
<b>Application for Child Support Services (IV-D Application)</b>	This form may be required, depending on your situation. If you are not receiving public assistance (such as food stamps/SNAP, Medicaid, cash assistance, etc.) you must complete this form and submit it to Child Support Enforcement Agency. You must complete this form, even if you are not requesting child support.
<b>For The Children A Divorce Education Program For Parents</b>	<b>Do NOT file this with your other paperwork.</b> This is an informational brochure put together by the Court about a required parenting education program. This brochure will tell you how to register for this Course. Local Rule 2.02 requires you complete this course before your divorce case is finalized.
<b>Required Child Support Notices And Orders</b>	<b>Do NOT file this with your other paperwork.</b> This is an addendum with required child support notices. By law, these notices must be attached to a final judgment entry. The Court may request you complete a Judgement Entry and you should attach this form to the entry.
<b>Required Parenting Notices And Orders</b>	<b>Do NOT file this with your other paperwork.</b> This is an addendum with required parenting notices. By law, these notices must be attached to a final judgment entry. The Court may request you complete a Judgement Entry and you should attach this form to the entry.
<b>Divorce With Children Checklist</b>	<b>Do NOT file this with your other paperwork.</b> This is an informational checklist put together by the Court to ensure you have everything needed to file for divorce.



## Directions:

Several state routes (Rts. 23, 36, 37 and 42) will bring you to the city of Delaware. The County Annex is located in the second building north of the northwest corner of N. Sandusky St. and W. Central Ave. Some may remember this as the old Carnegie Library.



## Parking.....

Will be available around the courthouse or on the streets surrounding the courthouse.

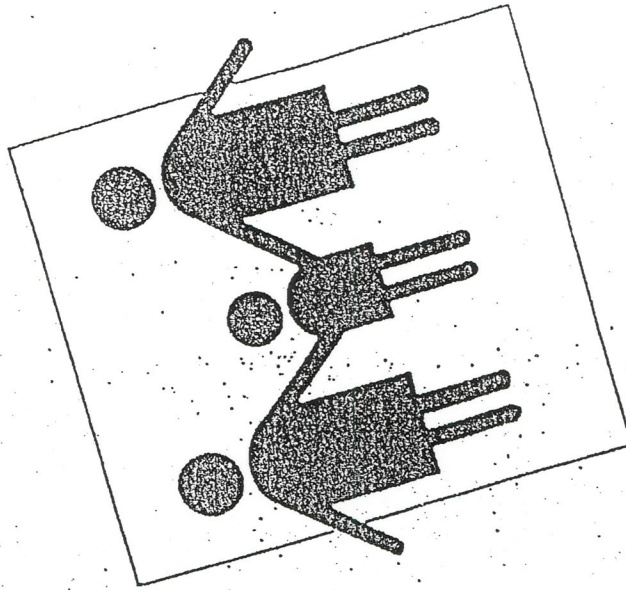


All educational programs and activities conducted by Ohio State University Extension are available to all potential clientele on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, sex, age, handicap or Vietnam-era veteran status.

Seed money for this program was provided in part by the Delaware - Morrow Mental Health and Recovery Services Board.

## For The Children

## A Divorce Education Program For Parents



As Required By  
The Delaware County Court  
of Common Pleas

Delaware County Common Pleas Court  
Judge Duncan Whitney  
Judge Everett Krueger  
Magistrate for Domestic, Steve Weithman  
Magistrate for Domestic, David Laughlin

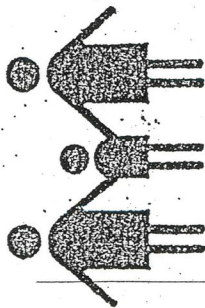
## Presenters:

Kurt Clarke  
Joyce Fittro  
Sharlee Murphy  
Pat Ross

## *Parents are forever.....*

Divorce is a very stressful experience for parents and children. Although spouses may decide to end their marriage, their children will always need both their parents to be part of their lives.

This 2 ½ hour educational program will focus on what children need during and after the divorce and how parents can help them succeed. It is conducted by qualified professionals from OSU Extension and the Delaware Community.



## *Topics include.....*

- ☞ How Children React To Divorce
- ☞ How Parents Can Help Their Children
- ☞ Building A Parental Relationship With Your Former Spouse After Divorce
- ☞ Help In Solving Problems Around The Children

## *Who must attend .....*

By local rule of the Delaware County Court of Common Pleas, all parents with minor children who are parties to a divorce, dissolution, or legal separation action must attend. Other concerned people (grandparents, attorneys, friends, counselors, etc.) may attend voluntarily, but approval for guests to attend must be obtained at the time of pre-registration.

## *Time.....*

The program will be offered once each month. Evening sessions will be available. Ask for the schedule when you call to pre-register.

## *Location.....*

The program is held in the Delaware County Courthouse Annex, 101 North Sandusky St., Delaware. Enter the annex through the Sandusky St. or the Court St. entrance.

## *Fee .....*

A \$30.00 fee per participant is payable to OSU Extension prior to/or at the time of attendance. Mail to: OSU Extension, 149 North Sandusky St., Delaware, OH 43015

## *Pre-registration.....*

Pre-registration is required. Parents who have not pre-registered will not be admitted. Call OSU Extension Office, 740/833-2030 or 740/548-7313, ext. 2030, for seminar dates and to pre-register. Please give your court case number when you pre-register. You and your child's other parent will each need to pre-register separately and may attend separate sessions if requested.

Certificate of attendance will be given to participants who complete the entire session and the seminar evaluation forms. The program will notify the court of your attendance.

NOTE: Please arrive 10 minutes before your scheduled session to sign in, receive materials and pay registration fee (if not paid in advance). Anyone arriving after the starting time of the program will not be admitted.

Please do not bring children to the program. Child care is not provided.



**IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, OHIO  
DOMESTIC RELATIONS DIVISION**

**CLASSIFICATION FORM**

**CASE NO.** \_\_\_\_\_

**JUDGE RANDALL D. FULLER**

PLEASE INDICATE CLASSIFICATION INTO WHICH THIS CASE FALLS:

**DOMESTIC RELATIONS DIVISION**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Divorce/Termination of Marriage, with children                  | - | A |
| <input type="checkbox"/> Legal Separation, with children                                 | - | A |
| <input type="checkbox"/> Annulment, with children  | - | A |
| <input type="checkbox"/> Divorce/Termination of Marriage, no children                    | - | B |
| <input type="checkbox"/> Legal Separation, no children                                   | - | B |
| <input type="checkbox"/> Annulment, no children  | - | B |
| <input type="checkbox"/> Dissolution of Marriage, with children                          | - | C |
| <input type="checkbox"/> Dissolution of Marriage, no children                            | - | D |
| <input type="checkbox"/> Motion/Complaint for Custody or Change of Custody               | - | E |
| <input type="checkbox"/> Motion for Visitation: Enforcement or Modification              | - | F |
| <input type="checkbox"/> Motion for Contempt regarding visitation with children          | - | F |
| <input type="checkbox"/> Motion for Child/Spousal Support Enforcement/Modification       | - | G |
| <input type="checkbox"/> Child Support Enforcement Agency Filings                        | - | G |
| <input type="checkbox"/> Motion for Contempt, child/spousal support                      | - | G |
| <input type="checkbox"/> Domestic Violence   | - | H |
| <input type="checkbox"/> Dating Violence   | - | H |
| <input type="checkbox"/> U.I.F.S.A.  | - | I |
| <input type="checkbox"/> Establishment of Parentage (Paternity)                          | - | J |
| <input type="checkbox"/> Motion for Contempt (not child/spousal support, not visitation) | - | K |
| <input type="checkbox"/> All Others  | - | K |

**Please mark all of the following that apply:**

- ☐ I have previously been involved in a court case with the same parties or same children
- ☐ I have consulted with attorneys at Legal Aid
- ☐ I have consulted with attorneys at Andrews House
- ☐ I have consulted with attorneys at both Legal Aid and Andrews House

**PLEASE PRINT OR TYPE THE INFORMATION REQUESTED BELOW**

Name: \_\_\_\_\_ Sup Ct. No.(if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

The Delaware County Clerk of Courts office recommends that you seek legal counsel before filing your documents. If you choose to represent yourself, the Clerk's office cannot and will not offer legal advice. Depending on your situation, the packets made available to you may or may not be all inclusive. All pleadings, motions and other filings shall comply in form and content with the Ohio Rules of Civil Procedure and the Local Rules of both the General Division and Domestic Relations Division of the Delaware County Common Pleas Court.

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, OHIO  
DOMESTIC RELATIONS DIVISION

_____	:	JUDGE RANDALL D. FULLER
Plaintiff,	:	MAGISTRATE
vs.	:	
_____	:	
Defendant,	:	Case No. _____

**MUTUAL RESTRAINING ORDER**

A complaint for divorce having been filed in this matter, it is hereby ORDERED as follows:

1. Both parties are restrained from threatening, abusing, annoying, or interfering with the other party or the parties' child(ren);
2. Both parties are restrained from creating or incurring debt (such as a credit card) in the name of the other party or in the parties' joint names or causing a lien or loan to be placed against any of their real or personal property;
3. Both parties are restrained from selling, disposing of, or dissipating any asset, real or personal property (other than regular income), including without limitation: Existing bank accounts, tax refunds, or bonuses of other party or a child;
4. Both parties are restrained from removing household goods and furniture from the marital residence without the approval of the court or other party;



5. Both parties are restrained from changing or failing to renew the present health, life, home, automobile or other insurance coverage and from removing the other party as beneficiary on any life or retirement benefit without further order of this court;
6. Both parties are restrained from changing or establishing a new residence for the parties' minor children without the written consent of the other party or permission of the Court.
7. These Orders shall not prevent the payment of ordinary and necessary business and living expenses consistent with the practice of the parties during the marriage.
8. These Orders shall remain in force during the pendency of this action unless the court otherwise orders.

These restraints shall be imposed by the Court as mutual restraining orders which shall be accepted by Plaintiff upon the filing of the complaint and shall be served upon the Defendant along with the summons pursuant to Plaintiff's request or instructions for service. Upon Plaintiff's filing of the complaint, Plaintiff is deemed to have notice of the mutual restraining order and Plaintiff shall be served by ordinary mail.

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JUDGE/ MAGISTRATE

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, OHIO  
DOMESTIC RELATIONS DIVISION

\_\_\_\_\_  
:  
Petitioner/Plaintiff, : JUDGE RANDALL D. FULLER  
vs. : Case No. \_\_\_\_\_  
\_\_\_\_\_  
:  
Petitioner/Defendant. :

PARENTING SUPPLEMENTAL INFORMATION AFFIDAVIT

Child's Name:	Child's Name:
DOB:	DOB:
School Attended:	School Attended:
Child's Name:	Child's Name:
DOB:	DOB:
School Attended:	School Attended:
Petitioner/Plaintiff's Residence School District:	Petitioner/Defendant's Residence School District:
Other children of Petitioner/Plaintiff who reside with the party:	Other children of Petitioner/Defendant who reside with the party:
Other children for whom Petitioner/Plaintiff pays child support:	Other children for whom Petitioner/Defendant pays child support:
Amount paid:	Amount paid:



Work-related Day Care Paid by Petitioner/Plaintiff Day Care Provider:  Cost (per week/month)	Work-related Day Care Paid by Petitioner/Defendant Day Care Provider:  Cost (per week/month)
Cost of Health Insurance Coverage Paid For by Petitioner/Plaintiff Family Coverage Cost:  Single Employee Cost:	Cost of Health Insurance Coverage Paid For by Petitioner/Defendant Family Coverage Cost:  Single Employee Cost:

### OATH

(Do not sign until notary is present.)

I, (print name) \_\_\_\_\_, swear or affirm that I have read this document and, to the best of my knowledge and belief, the facts and information stated in this document are true, accurate, and complete. I understand that if I do not tell the truth, I may be subject to penalties for perjury.

\_\_\_\_\_  
Your Signature

Sworn before me and signed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, OHIO  
DOMESTIC RELATIONS DIVISION

\_\_\_\_\_  
:  
Petitioner/Plaintiff, : JUDGE RANDALL D. FULLER  
vs. : Case No. \_\_\_\_\_  
\_\_\_\_\_  
:  
Petitioner/Defendant. :

PARTY SUPPLEMENTAL INFORMATION AFFIDAVIT

Petitioner/Plaintiff's Name:	Petitioner/Defendant's Name:
Address:	Address:
City: State: Zip:	City: State: Zip:
SSN: DOB:	SSN: DOB:
E-mail:	E-mail:
Telephone:	Telephone:
Highest Education Grade Level:	Highest Education Grade Level:
Current Employer:	Current Employer:
Current Job Title:	Current Job Title:



Prior Employment History:	Prior Employment History:
Health/Disability Impairment to Employment:	Health/Disability Impairment to Employment:

### OATH

(Do not sign until notary is present.)

I, (print name) \_\_\_\_\_, swear or affirm that I have read this document and, to the best of my knowledge and belief, the facts and information stated in this document are true, accurate, and complete. I understand that if I do not tell the truth, I may be subject to penalties for perjury.

\_\_\_\_\_  
Your Signature

Sworn before me and signed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

## APPLICATION FOR CHILD SUPPORT SERVICES NON-PUBLIC ASSISTANCE APPLICANT/RECIPIENT

IMPORTANT: If you are receiving ADC or Medicaid, do not complete this application because you became eligible for child support services when you signed the ADC/Medicaid application.

I, \_\_\_\_\_, request child support services from the \_\_\_\_\_ CSEA (Child Support Enforcement Agency). I understand and agree to the following:

- A. I am a resident of the county in which services are requested and no other Ohio county has jurisdiction over support – OR – I am requesting services from the Ohio county of jurisdiction.
- B. The only fee that can be charged for services is a one dollar application fee. Some counties pay this fee for the applicants.
- C. Recipients of child support services shall cooperate to the best of their ability with the CSEA. (See attached rights and responsibility information).
- D. In providing IV-D services, the CSEA and any of its contracted agents (e.g., prosecutors, attorneys, hearing officers, etc.) represent the best interest of the children of the state of Ohio and do not represent any IV-D recipient or the IV-D recipient's personal interest.

The Child Support Enforcement Agency can assist you in providing the following services:

- 1. Location of Absent Parents.**  
The agency can assist in finding where an absent parent is currently living, in what city, town, or state. The applicant can request 'Location Only Services', if the sole need is to find the whereabouts of the absent parent.
- 2. Establishment or Adjustment of Child Support and Medical Support.**  
The CSEA can assist you to obtain an order for support if you are separated, have been deserted, or need to establish paternity (fatherhood). The CSEA can also assist you in changing the amount of support orders (adjustment), and to establish a medical support order.
- 3. Enforcement of Existing Orders.**  
The CSEA can help you collect current and past-due child support.
- 4. Federal and State Income Tax Refund Offset Submittals for the Collection of Child Support Arrearages.**  
The agency can collect past-due support (arrearages) by intercepting a payor's federal and state income tax refunds in some cases.
- 5. Withholding of Wages and Unearned Income for the Payment of Court Ordered Support.**  
The agency can help you get payroll deductions for current and past-due child support and can intercept unemployment compensation to collect child support.
- 6. Establishment of Paternity.**  
The agency can obtain an order for the establishment of paternity (fatherhood), if you were not married to the father of the child. An absent parent may request paternity services.
- 7. Collection and Disbursement of Payments.**  
The CSEA can collect the child support for you, and send you a check for the amount of the payments received. Past-due support collected will be paid to you until all of the past-due support you are owed is paid.
- 8. Interstate Collection of Child Support.**  
The agency can assist you in collecting support if the payor is living in another state or in some foreign countries.



## APPLICANT INFORMATION

Name:	_____	Date of Birth:	_____
Home Address:	_____	Mailing Address:	_____
	_____		_____
	_____		_____
Home Phone #:	_____		
Social Security #:	_____	Sex:	_____
Race:	_____	<input type="checkbox"/> Single	<input type="checkbox"/> Married
Relationship to Children:	_____	<input type="checkbox"/> Divorced	<input type="checkbox"/> Separated
Military Service	_____	Ever been on	
(Branch, Dates):	_____	Public Assistance?	_____
	_____	(When and Where)	_____
	_____		_____

## EMPLOYER INFORMATION

Employer Name:	_____	Employer Phone #:	_____
Employer	_____	Is Medical	
Address:	_____	Insurance	
	_____	Available?	_____
	_____		

	CHILD 1	CHILD 2	CHILD 3
Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sex:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Social Security #:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Location of Birth: (Country, State, City)			
Has Paternity (Fatherhood) been Established?			
Name(s) of Absent Parent(s):			
Is there an Order for Support?			
Is the Child covered by Medical Insurance?			

### ABSENT PARENT INFORMATION

	PARENT 1	PARENT 2	PARENT 3
Name (and alias):			
Home Address:			
Mailing Address:			
Social Security #:			
Date of Birth:			
Location of Birth (Country, State, City):			
Race:			
Sex:			
Height / Weight:			
Hair / Eye Color:			
Identifying Marks (Tattoos, scars, etc.):			
Names of Children:			
Name and Address of Employer:			

Employer Phone #:			
Medical Insurance Provided?			
Support Order #:			
Date of Support Order:			
Amount of Support:	\$	\$	\$
Order Frequency:	Per	Per	Per
Location where Order was issued:			
Military Service (Branch, Dates):			
Ever Incarcerated? (Location, Dates):			
Arrest Record (Location, Dates):			
Name, Address Current Spouse:			
Father's Name:			
Mother's Name (Maiden):			
Ever been on Public Assistance? (Location, Dates)			

Type(s) of Service(s) Requested:

- ☐ All services listed
- ☐ Location of absent parent only
- ☐ Other (please explain)

I understand that the Child Support Agency within 20 days of receiving this application will contact me by a written notice to inform me if my case has been accepted for child support services (IV-D Services).

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



## DUTY TO KEEP COURT ADVISED OF ADDRESS

During the pendency of any case or Motion, all Notices directed to a Party to the case will be sent to the address the Party has listed upon the Complaint, Petition or Motion. All Parties to a case not represented by an attorney, must, during the pendency of the case advise the Court, in writing, of his or her address if the address is different than that listed upon the Complaint, Petition or Motion or if the address otherwise changes during the pendency of the case. Failure to do so may result in Hearings being had and relief granted in default of a Party's appearance.

A copy of this Rule shall be served with all Complaints, Petitions and Motions filed on or after January 2, 1990.

The Form contained herein may be used to comply with this Rule and should be sent or delivered to the Clerk of the Court of Common Pleas of Delaware County, Ohio, Second Floor, the Delaware County Courthouse, 91 North Sandusky Street, Delaware, Ohio 43105-1795. Additional copies of this Form may be obtained from the Clerk.

TO THE CLERK OF THE COURT OF COMMON PLEAS OF DELAWARE, OHIO:

REGARDING CASE NAME: \_\_\_\_\_ CASE NO.: \_\_\_\_\_

Now comes \_\_\_\_\_, the \_\_\_\_\_ herein, and advises the Court that my addresses are as follows:

Residence address:

Mailing address, if different

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Case Name: \_\_\_\_\_

Case No: \_\_\_\_\_

**REQUIRED CHILD SUPPORT NOTICES AND ORDERS**

IT IS ORDERED, that the following Notices and Orders are hereby incorporated as part of this Order:

The following children are the subject(s) of this child support order (if there are more than four (4) children subject to this order, attach a separate piece of paper with the names and dates of birth of the other child(ren)):

\_\_\_\_\_  
**Name and Date of Birth**

\_\_\_\_\_  
**Name and Date of Birth**

\_\_\_\_\_  
**Name and Date of Birth**

\_\_\_\_\_  
**Name and Date of Birth**

Until the wage withholding order is in effect, or if the withholding Order is not possible, then the Obligor will make the support payments directly to the Delaware County Child Support Enforcement Agency, 145 N. Union St., Delaware, OH 43015. Any support payments made by the Obligor directly to the Obligee may be considered as a gift by the Court and may not be credited against the support obligation of the Obligor.

All support under this order shall be withheld or deducted from the income or assets of the Obligor pursuant to a withholding or deduction notice or appropriate order issued in accordance with Chapters 3119, 3121, 3123, and 3125 of the Revised Code or a withdrawal directive issued pursuant to section 3123.24 to 3123.38 of the Revised Code and shall be forwarded to the Obligee in accordance with Chapters 3119, 3121, 3123, and 3125 of the Revised Code.

**EACH PARTY TO THIS SUPPORT ORDER MUST NOTIFY THE CHILD SUPPORT ENFORCEMENT AGENCY IN WRITING OF HIS OR HER CURRENT MAILING ADDRESS, CURRENT RESIDENCE ADDRESS, CURRENT RESIDENCE TELEPHONE NUMBER, CURRENT DRIVER'S LICENSE NUMBER, AND OF ANY CHANGES IN THAT INFORMATION. EACH PARTY MUST NOTIFY THE AGENCY OF ALL CHANGES UNTIL FURTHER NOTICE FROM THE COURT OR AGENCY, WHICHEVER ISSUED THE SUPPORT ORDER.**

**IF YOU ARE THE OBLIGOR UNDER A CHILD SUPPORT ORDER AND YOU FAIL TO MAKE THE REQUIRED NOTIFICATIONS, YOU MAY BE FINED UP TO \$50 FOR A FIRST OFFENSE, \$100 FOR A SECOND OFFENSE, AND \$500 FOR EACH SUBSEQUENT OFFENSE. IF YOU ARE AN OBLIGOR OR OBLIGEE UNDER ANY SUPPORT ORDER ISSUED BY A COURT AND YOU WILLFULLY FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY BE**

**FOUND IN CONTEMPT OF COURT AND BE SUBJECTED TO FINES UP TO \$1,000 AND IMPRISONMENT FOR NOT MORE THAN 90 DAYS.**

**IF YOU ARE AN OBLIGOR OR OBLIGEE AND YOU FAIL TO GIVE THE REQUIRED NOTICES TO THE CHILD SUPPORT ENFORCEMENT AGENCY. YOU MAY NOT RECEIVE NOTICE OF THE CHANGES AND REQUESTS TO CHANGE THE CHILD SUPPORT AMOUNT, HEALTH CARE PROVISIONS, OR TERMINATION OF THE CHILD SUPPORT ORDER. IF YOU ARE AN OBLIGOR AND YOU FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY NOT RECEIVE NOTICE OF THE FOLLOWING ENFORCEMENT ACTIONS AGAINST YOU: IMPOSITION OF LIENS AGAINST YOUR PROPERTY; LOSS OF YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, DRIVERS LICENSE, OR RECREATIONAL LICENSE; WITHHOLDING FROM YOUR INCOME; ACCESS RESTRICTION AND DEDUCTION FROM YOUR ACCOUNTS IN FINANCIAL INSTITUTIONS; AND ANY OTHER ACTION PERMITTED BY LAW TO OBTAIN MONEY FROM YOU TO SATISFY YOUR SUPPORT OBLIGATION.**

The parent who is the residential parent and legal custodian of a child for whom a child support order is issued or the person who otherwise has custody of a child for whom a child support order is issued shall immediately notify, and the Obligor under a child support order may notify, the child support enforcement agency administering the child support order of any reason for which the child support order should terminate, including but not limited to, the child's attainment of the age of majority if the child no longer attends an accredited high school on a full-time basis and the child support order requires support to continue past the age of majority only if the child continuously attends such a high school after attaining that age; the child ceasing to attend an accredited high school on a full-time basis after attaining the age of majority, if the child support order requires support to continue past the age of majority only if the child continuously attends such a high school after attaining that age; or the death, marriage, emancipation, enlistment in the armed services, deportation, change of legal custody, or adoption of the child, or the death of the obligor or marriage of the obligor to the obligee. With respect to a court child support order, a willful failure to notify the child support enforcement agency as required by this division is contempt of court.

Regardless of the frequency or amount of support payments to be made under the order, the child support enforcement agency required to administer the order shall administer it on a monthly basis, in accordance with sections 3121.51 to 3121.54 of the Revised Code.

Payments under the order are to be made in the manner ordered by the court or agency, and if the payments are to be made other than on a monthly basis, the required monthly administration by the agency does not affect the frequency or the amount of the support payments to be made under the order.

Pursuant to R.C. 3119.30(A), the obligor and obligee are both liable for the health care expenses for the children who are not covered by private health insurance, which shall be in a manner as determined by the court with respect to a court child support order, or by



the child support enforcement agency with respect to an administrative child support order.

Pursuant to R.C. 3119.32(D), the obligor, the obligee, or both shall be liable for the costs of any extraordinary medical expenses for the children, which shall be pursuant to a formula established by the court, with respect to a court child support order, or the child support enforcement agency, with respect to an administrative child support order.

Any cash medical support paid pursuant to R.C. 3119.30(C) shall be paid through the department of job and family services by the Obligor to either the Obligee, if the children are not Medicaid recipients, or to the department of Medicaid, when a Medicaid assignment is in effect for any child under the support order.

Pursuant to R.C. 3119.32(B), whoever pays for medical expenses incurred on behalf of the child(ren) shall be entitled to reimbursement, unless ordered otherwise.

Unless provided for otherwise, the party requesting reimbursement for uninsured medical expenses shall provide the other party with a copy of the original invoice, proof of consideration by the insurance provider (i.e. EOB), and proof of payment by the parent seeking reimbursement. Upon receipt of these three items, the other party shall reimburse the paying party within thirty (30) days.

If the Obligor, Obligee, or both Obligor and Obligee, are required under section 3119.30 of the Revised Code to provide private health insurance coverage for the children, pursuant to section 3119.30 of the Revised Code, whoever is required to provide private health insurance coverage shall provide to the other, not later than thirty days after the issuance of the order, information regarding the benefits, limitations, and exclusions of the coverage, copies of any insurance forms necessary to receive reimbursement, payment, or other benefits under the coverage, and a copy of any necessary insurance cards.

If the Obligor, Obligee, or both Obligor and Obligee, are required under section 3119.30 of the Revised Code to provide private health insurance coverage for the children, pursuant to section 3119.30 of the Revised Code, whoever is required to provide private health insurance coverage provide to the child support enforcement agency, not later than thirty days after the issuance of the order, documentation that verifies that coverage is being provided as ordered.

A person required to provide private health insurance coverage for the children shall designate the children as covered dependents under any private health insurance policy, contract, or plan for which the person contracts.

The employer of the person required to obtain private health insurance coverage is required to release to the other parent, any person subject to an order issued under section 3109.19 of the Revised Code, or the child support enforcement agency on written request, any necessary information on the private health insurance coverage, including the name



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and address of the health plan administrator and any policy, contract, or plan number, and to otherwise comply with this section and any order or notice issued under this section;

If the person required to obtain private health care insurance coverage for the children subject to this child support order obtains new employment, the agency shall comply with the requirements of section 3119.34 of the Revised Code, which may result in the issuance of a notice requiring the new employer to take whatever action is necessary to enroll the children in private health care insurance coverage provided by the new employer, when insurance is not being provided by any other source.

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**The following additional notices and orders will issue:**

**I. RELOCATION NOTICE:** Pursuant to R.C. 3109.051(G), the parties are hereby notified as follows:

**IF THE RESIDENTIAL PARENT INTENDS TO MOVE TO A RESIDENCE OTHER THAN THE RESIDENCE SPECIFIED IN THE PARENTING TIME ORDER OR DECREE OF THE COURT, THE RESIDENTIAL PARENT SHALL FILE A NOTICE OF INTENT TO RELOCATE WITH THIS COURT, ADDRESSED TO THE ATTENTION OF THE RELOCATION OFFICER. UNLESS OTHERWISE ORDERED PURSUANT TO R.C. 3109.051(G)(2), (3), AND (4), A COPY OF SUCH NOTICE SHALL BE MAILED BY THE COURT TO THE PARENT WHO IS NOT THE RESIDENTIAL PARENT. UPON RECEIPT OF THE NOTICE, THE COURT, ON ITS OWN MOTION OR THE MOTION OF EITHER PARTY, MAY SCHEDULE A HEARING WITH NOTICE TO BOTH PARTIES TO DETERMINE WHETHER IT IS IN THE BEST INTEREST OF THE CHILD TO REVISE THE PARENTING TIME SCHEDULE.**

**Pursuant to Local Rule 2.09, Notice shall be served 90 days prior to the move.**

**II. RECORDS ACCESS NOTICE:** Pursuant to R.C. 3109.051(H) and 3319.321(B)(5)(a), the parties are hereby notified as follows:

**EXCEPT AS SPECIFICALLY MODIFIED OR OTHERWISE LIMITED BY COURT ORDER, AND SUBJECT TO R.C. 3125.16 AND 3319.321(F), THE PARENT WHO IS NOT THE RESIDENTIAL PARENT, IS ENTITLED TO ACCESS TO ANY RECORD THAT IS RELATED TO THE CHILD, UNDER THE SAME TERMS AND CONDITIONS AS THE RESIDENTIAL PARENT, AND TO WHICH SAID RESIDENTIAL PARENT IS LEGALLY PROVIDED ACCESS. ANY KEEPER OF A RECORD WHO KNOWINGLY FAILS TO COMPLY WITH THIS ORDER IS IN CONTEMPT OF COURT.**

**III. DAY CARE CENTER ACCESS NOTICE:** Pursuant to R.C. 3109.051(I), the parties are hereby notified as follows:

**EXCEPT AS SPECIFICALLY MODIFIED OR OTHERWISE LIMITED BY COURT ORDER, AND IN ACCORDANCE WITH R.C. 5104.039, THE PARENT WHO IS NOT THE RESIDENTIAL PARENT, IS ENTITLED TO ACCESS TO ANY DAY CARE CENTER THAT IS OR WILL BE ATTENDED BY THE CHILD WITH WHOM PARENTING TIME IS GRANTED, TO THE SAME EXTENT THAT THE RESIDENTIAL PARENT, IS GRANTED ACCESS TO THE CENTER.**

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**IV. SCHOOL ACTIVITIES NOTICE:** Pursuant to R.C. 3109.051(J), the parties are hereby notified as follows:

**EXCEPT AS SPECIFICALLY MODIFIED OR OTHERWISE LIMITED BY COURT ORDER, AND SUBJECT TO R.C. 3319.321(F), THE PARENT WHO IS NOT THE RESIDENTIAL PARENT, IS ENTITLED TO ACCESS, UNDER THE SAME TERMS AND CONDITIONS AS THE RESIDENTIAL PARENT, TO ANY STUDENT ACTIVITY THAT IS RELATED TO THE CHILD AND TO WHICH THE RESIDENTIAL PARENT OF THE CHILD LEGALLY IS PROVIDED ACCESS. ANY SCHOOL EMPLOYEE OR OFFICIAL WHO KNOWINGLY FAILS TO COMPLY WITH THIS ORDER IS IN CONTEMPT OF COURT.**

**IN THE COURT OF COMMON PLEAS, DELAWARE COUNTY, OHIO  
DOMESTIC RELATIONS DIVISION**

JUDGE RANDALL D. FULLER

**DIVORCE WITH CHILDREN CHECKLIST**

- \_\_\_\_\_ Classification Form
- \_\_\_\_\_ Complaint (Form 7)
- \_\_\_\_\_ Request for Service (Form 31)
- \_\_\_\_\_ Filing Fee
- \_\_\_\_\_ Motion and Affidavit for Temporary Orders (without oral hearing) (Affidavit 5)
- \_\_\_\_\_ Parenting Proceeding Affidavit (Affidavit 3)
- \_\_\_\_\_ Health Insurance Affidavit (Affidavit 4)
- \_\_\_\_\_ Application for Child Support Services Non-Public Assistance Applicant/Recipient (JFS 07076)
- \_\_\_\_\_ Affidavit of Basic Information, Income, and Expenses (Affidavit 1)
- \_\_\_\_\_ Affidavit of Property and Debt (Affidavit 2)
- \_\_\_\_\_ Mutual Restraining Order
- \_\_\_\_\_ Party Supplemental Information Affidavit
- \_\_\_\_\_ Parenting Supplemental Information Affidavit
- \_\_\_\_\_ Parenting Seminar
- \_\_\_\_\_ Judgment Entry – Decree of Divorce With Children (Form 15)
- \_\_\_\_\_ Parenting Judgment Entry (Parenting Decree) (Form 22)

If you have reached an agreement, please also complete the following:

- \_\_\_\_\_ Parenting Plan or Shared Parenting Plan (Form 21, 20)
- \_\_\_\_\_ Child Support Calculation Worksheet
- \_\_\_\_\_ Findings of Fact and Conclusions of Law for Child Support Deviation (if deviating child support)