

Union County Supplemental Forms  
**FILING A DISSOLUTION 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 for a dissolution Union County, Ohio. We suggest you read these instruction pages completely before starting to complete the included forms.

Most commonly, people file for a dissolution in Union County when one or both spouses have resided in Ohio for at least six months and Union County for at least 90 days. There are other situations where you can file for a dissolution in Union 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 a dissolution. 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 Union 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://www.unioncountyohio.gov/localrules> before you file. You will need another packet with Ohio Supreme Court Forms, in addition to this packet of forms, to file for a dissolution. 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 Union County, 215 W. Fifth St., Marysville, Ohio. We suggest you bring copies when you file. Copies should be made after you have the documents fully completed and notarized. You should bring three (3) copies of every 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, dissolution, 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 a Dissolution in Union County**

Form Name	Purpose
<b>Classification Form</b>	This form is required. Provide the requested information to the best of your ability. Write the words “pro se” by Ohio Supreme Court Registration Number and Trial Attorney. In most cases you will place an “X” by “DISSOLUTION OF MARRIAGE W/ CHILDREN . . C”
<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 Petition (Uniform Domestic Relations Form 17), 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 Petition (Uniform Domestic Relations Form 17), found in the Ohio Supreme Court Packet. Please read this Order carefully because local rule 18.021 states that this standard mutual restraining order will be enforceable against both Petitioners upon filing their action. This Restraining Order will remain in effect until the case is over or otherwise modified by the Court.
<b>Application for Child Support Services (IV-D Application) (2 copies)</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. In those situations, both parties must complete this form, even if you are not requesting child support.
<b>Co-Parenting Class Information</b>	<b><i>Do NOT file this with your other paperwork.</i></b> This is an informational print out regarding a mandatory co-parenting class. Both parents are <b><u>required</u></b> to attend a Co-Parenting Class before your dissolution is final. There is a cost associated with this class, but financial assistance may be available through the class provider. You can find more information about this class and register through: <a href="https://www.unioncountyohio.gov/coparentingclass">https://www.unioncountyohio.gov/coparentingclass</a> .

CLASSIFICATION FORM

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

CASE NAME: \_\_\_\_\_

Please Indicate Classification Into Which This Case Falls:

CIVIL

DOMESTIC RELATIONS

- |                           |  |
|---------------------------|--|
| ( ) PROFESSIONAL TORT...A | ( ) TERMINATION OF MARRIAGE W/CHILDREN..A  |
| ( ) PRODUCT LIABILITY...B | ( ) TERMINATION OF MARRIAGE N/CHILDREN..B  |
| ( ) OTHER TORTS.....C     | ( ) DISSOLUTION OF MARRIAGE W/CHILDREN..C  |
| ( ) WORKERS COMP.....D    | ( ) DISSOLUTION OF MARRIAGE N/CHILDREN..D  |
| ( ) FORECLOSURE.....E     | ( ) CHANGE OF CUSTODY.....E                |
| ( ) ADMIN. APPEAL.....F   | ( ) VISITATION ENFORCEMENT/MODIFICATION..F |
| ( ) COMPLEX LITIGATION..G | ( ) SUPPORT ENFORCEMENT/MODIFICATION....G  |
| ( ) OTHER CIVIL.....H     | ( ) DOMESTIC VIOLENCE.....H                |
|                           | ( ) U.R.E.S.A.....I                        |
|                           | ( ) ALL OTHERS.....K                       |

PLEASE PRINT OR TYPE THE INFORMATION REQUESTED BELOW

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

Trial Attorney: \_\_\_\_\_

Ohio Supreme Court  
Registration No.: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

**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.

The Form contained herein may be used to comply with this Rule and should be sent or delivered to the Union County Court of Common Pleas, Domestic Relation Division, 215 West Fifth St., Marysville, Ohio 43040. .

TO THE COURT OF COMMON PLEAS OF UNION COUNTY, DOMESTIC RELATION DIVISION:

REGARDING CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

Now comes \_\_\_\_\_, the

Plaintiff/Petitioner/Defendant/Respondent (please circle)

herein, and advises the Court that my addresses are as follows:

Residence address:

Mailing address, if different

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**RESTRAINING ORDER**

Pursuant to Local Rule 18.21, IT IS ORDERED that effective on the date a Complaint is filed, each spouse is enjoined from committing any of the following acts:

1. Removing, or causing to be removed, the child(ren) born or adopted by the parties and/or the child(ren) of either or both spouses, if any, from the Court's jurisdiction;
2. Causing physical abuse, annoying, afflicting bodily injury, attempting to cause or recklessly cause bodily injury, threatening the use of force or imminent physical harm, stalking, harassing, interfering with or imposing any restraint of the personal liberty of the other spouse, committing any act with respect to a child in violation of the Revised Code or Ohio;
3. Incurring debt in the name of the other spouse except for necessary food, housing, utilities, medical care, and necessary transportation;
4. Selling, removing, transferring, encumbering, pledging, hypothecating, damaging, hiding, concealing, assigning or disposing of any and all property, real and personal, owned by both or either spouse or a child (including household goods, vehicles, financial accounts, and the personal property of each) without the prior written consent of the spouse or the Court. Excluded is any account now used for the payment of living expenses;
5. Voluntarily changing the term of, or beneficiary of, terminating coverage of, cashing in, borrowing against, encumbering, transferring, canceling or failing to renew any type of insurance, including health, automobile, life, home, liability, disability, or fire insurance that provides coverage for a spouse or child(ren) born or adopted by the parties;
6. Voluntarily liquidating, cashing in, changing the beneficiary of, terms, or conditions of any type of retirement or pension plan or program that provides any benefit to a spouse or child(ren) born or adopted by the parties and/or of either or both spouses;
7. Voluntarily interrupting or terminating any utility service to the marital residence without prior written consent of the other spouse or the Court.

Nothing in the above restraining order precludes either spouse from using his/her property to pay necessary and reasonable attorney fees, litigation and court costs in this action.

**WARNING**

This is an official Court Order. If you disobey any order of the Court, you may be found in contempt of Court, sentenced to jail, fined, and ordered to pay costs and attorney fees in addition to any other legal remedy available to the spouse, child(ren), or other dependent affected. This order is in effect until: (1) the Court issues an Order which modifies or terminates it; or (2) a judgment for divorce or legal separation is filed with the Clerk of Courts.

**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 (Branch, Dates): _____ _____	Ever been on Public Assistance? _____ (When and Where) _____

## EMPLOYER INFORMATION

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

	CHILD 1	CHILD 2	CHILD 3
Name:			
Sex:			
Race:			
Social Security #:			
Date of Birth:			
Home Address:			

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: \_\_\_\_\_

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

## EMPLOYER INFORMATION

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

	CHILD 1	CHILD 2	CHILD 3
Name:			
Sex:			
Race:			
Social Security #:			
Date of Birth:			
Home Address:			

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: \_\_\_\_\_



(1) Union County, Ohio

74°F Overcast

Courts / Common Pleas Court (<https://www.unioncountyohio.gov/commonpleascourt>) / Domestic Relations (<https://www.unioncountyohio.gov/domestic-relations>) / Co-Parenting Class (<https://www.unioncountyohio.gov/coparentingclass>)

## Co-Parenting Class

### UNION COUNTY CO-PARENTING CLASS

Each parent involved in a divorce or dissolution proceeding with minor children must complete the Online Co-Parenting/Divorce class **before their final hearing**. If you have not completed the class by the time of your final hearing, it could delay the filing of your final Judgment Entry or affect certain Orders in your case. If you do not have a computer or online device to complete the class, please use a public library. Union County recently transitioned from a mandatory in-person Co-Parenting class. If you took the in-person class within the last year, you can file that certificate of completion in lieu of taking the online class.

The fee for the class, paid online, is \$49.99. If you are indigent, there is information about financial assistance for the class at the bottom of the introductory page of the website. The class can be accessed at:

<https://www.onlineparentingprograms.com> (<https://www.onlineparentingprograms.com>)

Select 'Online Co-Parenting/Divorce Class' (4 hours)

This class is the most widely recognized online co-parenting class used by family courts across the country. Online co-parenting/divorce classes are most effective prior to mediation. It is also helpful for those interested in improving personal skills and growing as a parent. Classes are intended to focus on your children and help them successfully transition during your divorce or separation. All parent education classes are designed to meet court-ordered co-parent education requirements. If you or your spouse is in the active military, there is an additional online class for military families free of charge when purchased with the mandatory class. **If you have any issues with the program, please call 866-504-2883.**

The online class includes the following units:

- Unit 1 - How Co-Parenting Affects Family Dynamics
- Unit 2 - The Impact of Changes in Family Structure on Children
- Unit 3 - Avoid Common Parenting Mistakes
- Unit 4 - Making Shared Parenting Work
- Unit 5 - Co-Parent Mediation
- Unit 6 - Designing a Parenting Plan

**After you have completed the online class, you must print your Certificate of Completion and file it with the Clerk of Court's office.**