

**You must file these added forms if you are filing a DISSOLUTION WITHOUT CHILDREN in the Adams County Court of Common Pleas Domestic Relations Division.**

AC-001	Notice of Appearance	Tells the Court your contact information
AC-002	Waiver of Counsel	Tells the Court you will be representing yourself
AC-003	Waiver of Service of Summons	Use this form to tell the Court that you and your spouse have copies of everything that has been filed and do not need official service completed by the Clerk.
AC-201	Waiver of Affidavit of Property	Tells the Court you and your spouse waive certain issues regarding your property
AC-006	Waiver of Magistrate's decision and 14-day waiver	Do NOT file with the clerk; bring to your final hearing

**\*Affidavits must be signed in front of a Notary who will administer an Oath**

**INSTRUCTIONS:**

- **All forms must either be typed or printed in ink. You must fill out the forms before taking them to the court. The Court staff will not help you complete the forms.**
- **Once you have completed the main packet and these added forms, you will take all the forms (and copies) to the Clerk's office for filing.**

COURT OF COMMON PLEAS,  
ADAMS COUNTY, OHIO

☐ In Re: ☐ ESTATE/ADOPTION OF

\_\_\_\_\_,  
☐ PLAINTIFF ☐ PETITIONER

VS.

\_\_\_\_\_,  
☐ DEFENDANT ☐ PETITIONER 2 ☐ RESPONDENT

Case No. \_\_\_\_\_

JUDGE: BRETT M. SPENCER

MAGISTRATE: DAVID M. HUNTER

NOTICE OF APPEARANCE

This case is in ☐ Juvenile Division ☐ Domestic Relations Division  
☐ Civil/Criminal Division ☐ Probate Division

Select One

- ☐ I am representing myself (*pro se*) and respectfully request notification of all Court orders and Court appearances in this matter. Form AC-002 also required
- ☐ I am an attorney representing a client

Client/Party Information (Attorneys must provide this information for the client)

\_\_\_\_\_  
First Name Middle Name Last Name

\_\_\_\_\_  
Street Address / Unit Number

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Cell Phone Home Phone Email Address

The Attorney listed below has been retained by the party above and respectfully requests notification of all Court orders and Court appearances in this matter.

\_\_\_\_\_  
Name Firm Name Supreme Court Number

\_\_\_\_\_  
Street Address / Unit Number

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Office Phone Fax Number Email Address

Please ensure that your writing is legible. The Court will use this information to contact you during your case. Unless otherwise requested, the Clerk will send notices and documents to Attorneys by email.

\_\_\_\_\_  
Attorney/Party Signature

COURT OF COMMON PLEAS,  
ADAMS COUNTY, OHIO

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VS.

\_\_\_\_\_,  
☐ DEFENDANT ☐ PETITIONER 2 ☐ RESPONDENT

Case No. \_\_\_\_\_

JUDGE: BRETT M. SPENCER

MAGISTRATE: DAVID M. HUNTER

WAIVER OF COUNSEL

I am representing myself in the above captioned case and am acting as my own attorney in this matter. Although I may have obtained forms from the court's website or from court personnel, I understand that I have not been given legal advice. I also understand that in representing myself I am required to follow the applicable Ohio Rules of Civil Procedure, Ohio Rules of Evidence, statutory laws and Local Rules of Court. Furthermore, I have not relied on assistance from the court or its personnel in determining what to file or what to present as evidence in my case. I understand that if I am concerned about my rights or responsibilities in this matter, I must seek legal advice from an attorney, not from the court. I understand that any Attorney representing another party does not represent my legal interests.

\_\_\_\_\_  
Party Signature

\_\_\_\_\_  
Party Name PRINTED LEGIBLY

COURT OF COMMON PLEAS,  
ADAMS COUNTY, OHIO

☐ In Re: ☐ ESTATE/ADOPTION OF

\_\_\_\_\_,  
☐ PLAINTIFF ☐ PETITIONER

VS.

\_\_\_\_\_,  
☐ DEFENDANT ☐ PETITIONER 2 ☐ RESPONDENT

Case No. \_\_\_\_\_

JUDGE: BRETT M. SPENCER

MAGISTRATE: DAVID M. HUNTER

WAIVER OF SERVICE OF SUMMONS

I, \_\_\_\_\_ (name), acknowledge that I am ☐ Petitioner 1 ☐ Petitioner 2  
☐ Plaintiff ☐ Defendant ☐ Respondent (select one)  
and am more than eighteen (18) years of age and under no disability, and enter my appearance in the above-entitled  
action and that I have received a copy of the following documents:

**Check all that apply**

- ☐ Complaint for Parentage
- ☐ Complaint ☐ Motion (select one) for Allocation of Parental Rights and Responsibilities (Custody)
- ☐ Complaint ☐ Motion (select one) for Parenting Time (Companionship and Visitation)
- ☐ Complaint ☐ Motion (select one) for Establishment or Change of Child Support
- ☐ Journal Entry and Findings of Fact Supporting Child Support Deviation
- ☐ Petition for Dissolution with Children ☐ Petition for Dissolution without Children
- ☐ Complaint for Divorce with Children ☐ Complaint for Divorce without Children
- ☐ Separation Agreement ☐ Shared Parenting Plan ☐ Shared Parenting Motion
- ☐ Health Insurance Affidavit ☐ Child Support Worksheet
- ☐ Adams County Guideline Parenting Orders ☐ Adams County Guideline Parenting Schedule
- ☐ Agreed Judgment Entry, Magistrate's Decision, Order, and/or Magistrate's Order
- ☐ Affidavit of Income and Expenses ☐ Affidavit of Property ☐ Parenting Proceeding Affidavit
- ☐ Motion for Contempt and Affidavit
- ☐ Motion and Affidavit or Counter Affidavit for Temporary Orders with Oral Hearing
- ☐ Temporary Restraining Order ☐ Notice of Seminar for Separating Parents
- ☐ Civil Complaint and Affidavit
- ☐ Petition for Protection Order ☐ Protection Order
- ☐ Other (specify): \_\_\_\_\_
- ☐ Other (specify): \_\_\_\_\_
- ☐ Other (specify): \_\_\_\_\_
- ☐ Other (specify): \_\_\_\_\_
- ☐ Other (specify): \_\_\_\_\_
- ☐ Other (specify): \_\_\_\_\_

I waive service of summons of said document by the Clerk of Court.

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

\_\_\_\_\_  
Date

Your Name PRINTED LEGIBLY

\_\_\_\_\_  
Telephone number at which the Court may reach you or at which messages may be left  
for you

COURT OF COMMON PLEAS,  
DOMESTIC RELATIONS DIVISION  
ADAMS COUNTY, OHIO

\_\_\_\_\_,  
☐ PLAINTIFF ☐ PETITIONER 1

vs.

\_\_\_\_\_,  
☐ DEFENDANT ☐ PETITIONER 2

Case No. \_\_\_\_\_

JUDGE: BRETT M. SPENCER

MAGISTRATE: DAVID M. HUNTER

WAIVER OF AFFIDAVIT OF PROPERTY

The parties, being fully advised, hereby waive appraisal and valuation of their separate and marital property, waive determination of the period included in "duration of marriage", and waive findings of fact. The parties represent to the Court that there is no need to file an Affidavit of Property and request the Court to accept this Waiver of Affidavit of Property. The parties agree that while the property division in their separation agreement may not be exactly equal, that it is equitable.

\_\_\_\_\_  
Plaintiff/Petitioner 1 Signature

\_\_\_\_\_  
Defendant/Petitioner 2 Signature

\_\_\_\_\_  
Plaintiff/Petitioner 1 Printed Name

\_\_\_\_\_  
Defendant/Petitioner 2 Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

COURT OF COMMON PLEAS,  
ADAMS COUNTY, OHIO

\_\_\_\_\_,  
☐ PLAINTIFF ☐ PETITIONER 1

VS.

\_\_\_\_\_,  
☐ DEFENDANT ☐ PETITIONER 2

Case No. \_\_\_\_\_

JUDGE: BRETT M. SPENCER

MAGISTRATE: DAVID M. HUNTER

WAIVER OF MAGISTRATE'S DECISION  
AND 14 DAY OBJECTION PERIOD

The parties represent to the Court the following:

We have been advised that we have a right to a separate Magistrate's Decision in this matter. We have further been advised that we have a right to file objections to the Magistrate's Decision within 14 days of the filing of the decision. We hereby waive our right to a separate Magistrate's Decision. We also waive our right to the 14 day objection period and consent to the filing of a final entry that shall be immediately approved and entered as a matter of record with the Court.

\_\_\_\_\_  
Plaintiff/Petitioner 1 Signature

\_\_\_\_\_  
Defendant/Petitioner 2 Signature

\_\_\_\_\_  
Plaintiff/Petitioner 1 Printed Name

\_\_\_\_\_  
Defendant/Petitioner 2 Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date