

Delaware County Supplemental Forms

FILING A DISSOLUTION WITHOUT CHILDREN

This packet is for married couples with no shared children who are filing for a dissolution in Delaware 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 Delaware County when one or both spouses 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 a dissolution 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 a dissolution. Pro se means you will complete these documents on your own, file them, and represent yourselves. 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 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 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 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 Delaware County	
Form Name	Purpose
Case Designation Form	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 “Dissolution of Marriage, no children.”
Duty to Keep Court Advised of Address Form	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.
Party Supplemental Information Affidavit (2 copies)	This affidavit is required. Both parties must complete their own copy. 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.
Dissolution Without Children Checklist	<i>Do NOT file this with your other paperwork.</i> This is an informational checklist put together by the Court to ensure you have everything needed to file for a dissolution.

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.

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: _____

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:

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:

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

JUDGE RANDALL D. FULLER

DISSOLUTION WITHOUT CHILDREN CHECKLIST

- _____ Classification Form
- _____ Petition for Dissolution and Waiver of Service of Summons (Form 17)
- _____ Waiver of Service (Form 30)
- _____ Filing Fee
- _____ Separation Agreement (Form 19)
- _____ Affidavit of Basic Information, Income, and Expenses (Affidavit 1)
- _____ Affidavit of Property and Debt (Affidavit 2)
- _____ Party Supplemental Information Affidavit
- _____ Judgment Entry – Decree of Dissolution of Marriage (Form 18)