

Delaware County Supplemental Forms
ANSWER/COUNTERCLAIM – DIVORCE WITH CHILDREN

This packet is designed to help litigants respond to a divorce action filed in Delaware County, Ohio. We suggest you read these instruction pages completely before starting to complete the included forms.

You are receiving a packet of documents to respond, pro se, to a divorce action filed in Court by 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 respond to the action 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 Counterclaim, if you choose to file one, 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
Duty to Keep Court Advised of Address Form	This form is recommended if you file a Counterclaim, but it is not required. Complete the blank sections and attach a copy to your Counterclaim (Uniform Domestic Relations Form 9), 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.
Restraining Order	This Order is required if you file a Counterclaim. Attach a copy of this Order to your Counterclaim (Uniform Domestic Relations Form 9), 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.
Parenting Supplemental Information Affidavit	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.
Party Supplemental Information Affidavit	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.
Application for Child Support Services (IV-D Application)	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.
For The Children A Divorce Education Program For Parents	<i>Do NOT file this with your other paperwork.</i> 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.

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

_____	:	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.

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

<div>Child's Name:</div> <div>DOB:</div> <div>School Attended:</div>	<div>Child's Name:</div> <div>DOB:</div> <div>School Attended:</div>
<div>Child's Name:</div> <div>DOB:</div> <div>School Attended:</div>	<div>Child's Name:</div> <div>DOB:</div> <div>School Attended:</div>
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:
<div>Other children for whom Petitioner/Plaintiff pays child support:</div> <div>Amount paid:</div>	<div>Other children for whom Petitioner/Defendant pays child support:</div> <div>Amount paid:</div>

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 Insurance Available? _____
Address: _____	

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

Location of Birth:
(Country, State, City)

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Has Paternity
(Fatherhood)
been Established?

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Name(s) of
Absent Parent(s):

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Is there an Order
for Support?

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Is the Child
covered by Medical
Insurance?

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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)

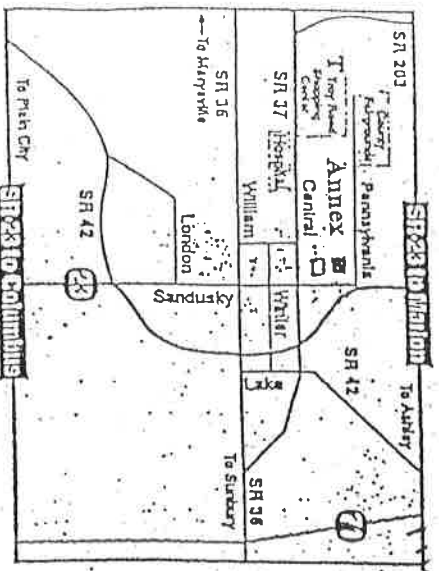
I understand that the Child Support Agency within 20 days of receiving this application will contact me by a written notice to inform me if my case has been accepted for child support services (IV-D Services).

Signature of Applicant: _____

Date: _____

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.

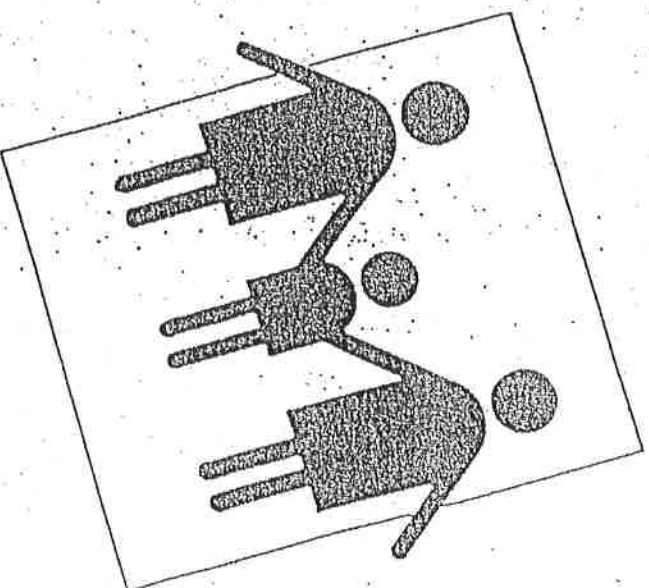
Delaware County Common Pleas Court
Judge Duncan Whitney
Judge Everett Krueger
Magistrate for Domestic, Steve Weithman
Magistrate for Domestic, David Laughlin

Presenters:

Kurt Clarke
Joyce Fitto
Shantee Murphy
Pat Ross

For The Children

**A Divorce Education
Program For Parents**

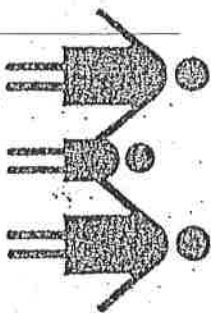


As Required By
The Delaware County Court
of Common Pleas

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.