

Dissolution W/Children (H954)

- ___ Case number, names (Judge/Magistrate, Petitioners, Child(ren) and date of hearing are correct.
- ___ Residency requirement of parties: Ohio/6 months; County/90 days
- ___ The name's of children and d.o.b. are completed.
- ___ Correct date for filing Petition for Dissolution of Marriage.
- ___ Separation Agreement
- ___ Marriage dissolved
- ___ Spousal support per Separation Agreement, is it modifiable / jurisdiction reserved? Should be paid via CSEA (if direct please leave a note for the Judge).
- ___ Parenting Plan: Shared Parenting Plan [or] Parental Rights allocated to residential parent with Standard Parenting Time Guidelines for parent not the residential parent.
- ___ Complete notice of intent to relocate, federal income tax exemption, and children's health care sections
- ___ Medical support of child(ren): fill-in the blanks for percentages of payment for cost of health care needs per line 16 of the child support worksheet unless parties agree to different percentages.
- ___ Parent's name, address, and telephone completed for reimbursement of out-of pocket expenses.
- ___ Private Health Insurance Findings: appropriate boxes are checked. Alternative 1: box is checked if there is no private health insurance. OR Alternative 2: box is checked if there is private health insurance and information is complete as for the employment information of the parent w/insurance.
- ___ Monthly child support and cash medical order...effective date
- ___ Is there a CSEA Administrative support order?
- ___ If there is a CSEA Administrative support order check the box and fill in the blanks for the SETS# and other pertinent information.
- ___ If there is a deviation in child support, check the box and/or make sure it is spelled out in the entry and the guidelines worksheet. Also, put a post-it-note on the file to alert Judge of the deviation.
- ___ Cash Medical: fill in the monthly amount of child support when

- private health insurance is provided as well as the amount of child support and cash medical when private health insurance is not provided.
- ___ Is there a Juvenile support order involving the parties and child(ren)?
 - ___ If there is a Juvenile support order...we do not have jurisdiction to establish child support, health insurance, etc. for the child(ren).
 - ___ Arrears: section usually crossed out unless parties agree to an arrearage figure and choose one of the boxes to collect the arrears.
 - ___ Make sure the numbers are correct for the monthly order that apply (child support, spousal, cash medical, arrearage payment).
 - ___ Securing support payments: the appropriate source is checked and completed.
 - ___ Obligee/Obligor information complete (name, address, phone etc.)
 - ___ If no pension being divided cross out QDRO paragraphs. If pension being divided complete the QDRO paragraphs.
 - ___ Division Of Property: If there is property to be divided it should be listed either in the Separation Agreement or judgment entry and if there is no property the parties' write-in "*there is no marital property to be divided. Each party shall pay their own debts and hold the other party harmless thereon.*"
 - ___ If there is real estate make sure that the names are correct and a copy of the legal description is attached.
 - ___ Maiden name or prior name, if desired by wife, with dob.
 - ___ Waiver of Attorney if one party has an attorney and the other party is pro se.
 - ___ Court costs
 - ___ JE signed by both parties and counsel, if applicable.
 - ___ CSEA Blue Sheet
 - ___ Casenote

Attachment Checklist

- ___ Signed Separation Agreement
- ___ Shared Parenting Plan: signed by both parents and appropriate boxes are checked, if applicable.

- ___ Parenting affidavit: signed and notarized
- ___ Parenting Seminar Certificates: check docket and/or CMS screen
- ___ Child support order: monthly amounts, including cash medical, are correct. Effective date filled in.
- ___ Health Insurance Affidavits
- ___ Guidelines worksheet (signed by parties / attached as an Exhibit)
- ___ IV-D Application (signed by Obligee)
- ___ If Parenting affidavit and IV-D application not filed, take them to Mary Kay for processing.
- ___ Review for division of assets/debts and an award of spousal support, if applicable.
- ___ CSEA Administrative order...attach copy to the entry.
- ___ CSEA Blue Sheet