

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

PRO-SE LITIGANTS - INSTRUCTIONS FOR LEGAL SEPARATION - WITH CHILDREN

***** ALL DOCUMENTS MUST BE TYPED OR NEATLY PRINTED*****

DOCUMENTS NECESSARY TO FILE FOR A LEGAL SEPARATION: ** NO DOUBLE SIDED PAGES***

1. Complaint for Legal Separation
2. Affidavit of Financial Disclosure – must be notarized
3. Divorce/Dissolution Questionnaire
4. Mutual Restraining Order
5. Instructions to the Clerk
6. Parenting Proceeding Affidavit – must be notarized
7. Obligor/Obligee Information Sheets
8. Seminar Order
9. IV-D Application

[Plaintiff must attend the seminar prior to the filing of paperwork]

NOTE: THE PLAINTIFF MUST BE PRESENT AT THE HEARING AND HAVE A WITNESS AVAILABLE TO CORROBORATE TESTIMONY.

The Compliance Office reviews all paperwork submitted by individuals representing themselves. **THE EMPLOYEES OF THE DOMESTIC RELATIONS COURT ARE FORBIDDEN TO OFFER LEGAL ADVICE OR ASSIST YOU IN FILING FOR A LEGAL SEPARATION.** The Compliance Office can refer you to reference materials that may help you, but cannot assist you in filling out any paperwork or give legal advice. We recommend that you seek advice from an attorney, either in private practice or at Legal Aid.

When the paperwork is properly completed, signed and notarized, bring the original documents to the Domestic Relations Court Compliance Office. Leave the documents with your name and phone number. **DOCUMENTS WILL BE REVIEWED IN THE ORDER THEY ARE RECEIVED. NO PAPERWORK WILL BE CHECKED WHILE THE PARTY WAITS.** After the paperwork is reviewed you will be notified by telephone or email as to whether your paperwork is properly completed. The paperwork will not be approved unless it is procedurally correct. Once the paperwork is **CORRECT**, you may pick it up at the receptionist's desk to **make the required copies.**

You will return the originals and copies to be stamped approved for filing. Once stamped approved, your documents will be sent directly to the Clerk of Courts for filing. You will be notified at this time to contact the Clerk to make payment. The filing fee for a legal separation is \$350.

You will be responsible for following up and checking on service through the Clerk of Courts website, under Courtview.

Compliance with Local Rules of Court is required of all litigants. The Local Rules are available on the Domestic Relations Court website.

PLEASE SUBMIT FORMS IN THE FOLLOWING ORDER

***SUBMIT ALL COPIES**
***ORIGINALS ON TOP AS FOLLOWS:**

LEGAL SEPARATION WITH CHILDREN INVOLVED

COMPLAINT FOR LEGAL SEPARATION

- (Original & 4 copies)

AFFIDAVIT OF FINANCIAL DISCLOSURE

- (Original & 4 copies of each)

DIVORCE/DISSOLUTION QUESTIONNAIRE

- (no copies needed)

MUTUAL RESTRAINING ORDER

- (Original & 4 copies)

PARENTING PROCEEDING AFFIDAVIT

- (Original & 4 copies)

SEMINAR ORDER

- (Original & 4 copies)

OBLIGOR/OBLIGEE INFORMATION SHEETS

- (no copies needed)

INSTRUCTIONS TO THE CLERK – you must fill out and sign

- (no copies needed)