

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

**PRO-SE LITIGANTS - INSTRUCTIONS FOR DISSOLUTION - WITH CHILDREN**

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

**NECESSARY PAPERS TO FILE IN A DISSOLUTION: **\*\*NO DOUBLE SIDED PAGES\*\*****

1. Petition for Dissolution
2. Separation Agreement
3. Child Support Computation Worksheet
4. Affidavit of Financial Disclosure - (One for each party)
5. Divorce/Dissolution Questionnaire
6. Parenting Plan or Shared Parenting Plan
7. Decree of Dissolution
8. Parenting Decree
9. Notice of Hearing and 1 self-addressed, postage paid envelope for **each** party
10. Parenting Proceeding Affidavit – **must be notarized**
11. Obligor/Obligee Information Sheets
12. Seminar Order
13. IV-D Application

**[Both parties must attend the seminar prior to the filing of paperwork]**

ALL FORMS ARE AVAILABLE ON THE DOMESTIC RELATIONS COURT WEBSITE.

**NOTE: BOTH PARTIES MUST BE PRESENT AT THE HEARING**

**THE EMPLOYEES OF THE DOMESTIC RELATIONS COURT ARE FORBIDDEN TO OFFER LEGAL ADVICE OR ASSIST YOU IN FILING FOR A DISSOLUTION.**

The Compliance Office reviews all paperwork submitted by individuals representing themselves. 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 packet to the Domestic Relations Court Compliance Office. Leave the packet with your name, email address 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 (see next page).**

**You will return the originals and copies. When they are approved your paperwork will be sent directly over to the clerk for filing. You will be notified at this time to contact the clerk to make payment. \*\***

**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 online at: [www.co.greene.oh.us/DRC/forms/DRC\\_Local\\_Rules\\_of\\_Court.pdf](http://www.co.greene.oh.us/DRC/forms/DRC_Local_Rules_of_Court.pdf)

**PLEASE SUBMIT FORMS IN THE FOLLOWING ORDER**

**\*SUBMIT ALL COPIES**

**\*ORIGINALS ON TOP AS FOLLOWS: (NO DOUBLE SIDED PAGES)**

**WITH CHILDREN INVOLVED -**

PETITION FOR DISSOLUTION

- (Original & 2 copies)

SEPARATION AGREEMENT

- (Original & 7 copies)

CHILD SUPPORT COMPUTATION WORKSHEET

- (Original & 7 copies)

AFFIDAVIT OF FINANCIAL DISCLOSURE - ONE FOR EACH PARTY

- (Original & 2 copies of each)

DIVORCE/DISSOLUTION QUESTIONNAIRE

- (no copies needed)

PARENTING PROCEEDING AFFIDAVIT

- (Original & 2 copies)

SEMINAR ORDER

- (Original & 2 copies)

SHARED PARENTING PLAN (if appropriate)

- (Original & 7 copies)

PARENTING PLAN (if appropriate)

- (Original & 7 copies)

PARENTING DECREE

- (Original & 7 copies)

DECREE OF DISSOLUTION

- (Original & 7 copies)

OBLIGOR/OBLIGEE INFORMATION SHEETS

- (no copies needed)

NOTICE OF HEARING and 1 self-addressed, postage paid envelope for each party

- (Original and 2 copies)