

JOHN C. KLAHN
CLERK OF COURTS
OTTAWA COUNTY, OHIO

2021 AUG -4 A 10:00

IN THE COMMON PLEAS COURT OF OTTAWA COUNTY, OHIO

In re: REQUIREMENT FOR INITIAL) Judge Bruce Winters
ACTIONS IN DOMESTIC)
RELATIONS PROCEEDINGS) Administrative Order No. 21m:01

In order to ensure the proper administration of justice and make certain that all
pleadings accepted for filing by the Clerk of Courts are complete,

IT IS HEREBY ORDERED:

The Clerk of Courts shall accept for filing only pleadings that comply with the
attached document entitled "Requirement for Initial Actions."


Judge

RECORDED AND JOURNALIZED

REQUIREMENTS FOR INITIAL ACTIONS

All listed forms must be included, satisfactorily complete, legible, signed, and notarized, where applicable, in order to be accepted for processing.

A. DIVORCE, ANNULMENT, AND LEGAL SEPARATION ACTIONS:

- ☐ Complaint
- ☐ Instructions for service of the Complaint and other pleadings
- ☐ Affidavit of Basic Information, Income and Expenses
- ☐ Affidavit of Property and Debt
- ☐ Parenting Proceeding Affidavit (for actions with children)
- ☐ Health Insurance Affidavit (for actions with children)
- ☐ Motion for Temporary Orders (if applicable)

B. DISSOLUTION OF MARRIAGE ACTIONS:

- ☐ Petition for Dissolution of Marriage
- ☐ Waiver of Service of Summons
- ☐ Affidavit of Basic Information, Income and Expenses
- ☐ Affidavit of Property and Debt
- ☐ Parenting Proceeding Affidavit (for actions with children)
- ☐ Health Insurance Affidavit (for actions with children)
- ☐ Separation Agreement
- ☐ Shared Parenting Plan or Parenting Plan (for actions with children)
- ☐ Judgment Entry – Decree of Dissolution of Marriage

OTTAWA COUNTY COMMON PLEAS COURT CASE DESIGNATION SHEET

Fax: 419-734-6875 email: cpclerksfilings@co.ottawa.oh.us

PLAINTIFF

Case No. _____

-vs-

Date of Filing _____

DEFENDANT

ATTORNEY FOR PLAINTIFF

Civil

- (CVA) () PROFESSIONAL TORT (Medical Malpractice?) Y () N ()
(CVB) () PRODUCT LIABILITY
(CVC) () ALL OTHER TORTS
(CVD) () WORKERS COMPENSATION
(CVE) () FORECLOSURE
(CVF) () ADMINISTRATIVE APPEAL
(CVH) () ALL OTHER CIVIL
() OHIO MORTGAGE BROKER ACT (revised code chapter 1322)
() CONSUMER SALES PRACTICES ACT (revised code chapter 1345)
() SPECIFY: _____
(CVG) () SHOULD THIS BE DESIGNATED AS "COMPLEX LITIGATION" PURSUANT TO
SUPERINTENDENCE RULE 8.01(B)?

IS THIS A REILING? () OR A COMPANION CASE? ()

IS THIS COMPLAINT TO BE SENT TO THE OHIO ATTORNEY GENERAL? () (copy to be provided by attorney)

Domestic

COMPLAINT FOR:

- (DRA) () DIVORCE WITH MINOR CHILDREN
(DRB) () DIVORCE WITHOUT MINOR CHILDREN
(DRC) () DISSOLUTION WITH MINOR CHILDREN
(DRD) () DISSOLUTION WITHOUT MINOR CHILDREN
(DRH) () CIVIL DOMESTIC VIOLENCE
(DRI) () U.R.E.S.A
(DRJ) () PARENTAGE

MOTION FOR:

- (DRE) () CHANGE OF CUSTODY
(DRF) () VISITATION ENFORCEMENT OR MODIFICATION
(DRG) () SUPPORT ENFORCEMENT OR MODIFICATION
(DRK) () ALL OTHER SPECIFY: _____

NOTICE: THIS CASE DESIGNATION SHEET MUST BE COMPLETED BY COUNSEL FOR PLAINTIFF AND FILED WITH THE CLERK WHEN THE COMPLAINT IS FILED.