

**IN THE COURT OF COMMON PLEAS  
DOMESTIC RELATIONS DIVISION  
MEDINA COUNTY, OHIO  
Judge Mary R. Kovack  
DISSOLUTION CHECKLIST (with children)**

<b>PETITIONER-1:</b>	<b>COUNSEL:</b>
<b>PETITIONER-2:</b>	<b>COUNSEL:</b>
<b>CASE NUMBER:</b>	<b>MARRIAGE DATE:</b>
<b>CHILD(REN)'S NAME(S), AGE(S) &amp; DATE(S) OF BIRTH:</b>	

Pursuant to Loc. R. 7.01 (check off if needed and included)

- CASE DESIGNATION FORM**
- PETITION FOR DISSOLUTION**
  - Includes both parties' names, addresses, dates of birth, marriage date
  - Includes children's names and dates of birth
  - Jurisdiction and venue requirements met
  - Signed by attorneys/parties
  - If applicable, the attorney's address, telephone, and bar number
- WAIVER OF SERVICE** executed by both parties
- IV-D APPLICATION** signed by the Obligee (mandatory for all cases with minor children)
- UCCJEA/CHILD CUSTODY AFFIDAVIT**
- CERTIFICATES OF ATTENDANCE FOR PARENTING SEMINAR**     H  W
- SEPARATION AGREEMENT**, original, executed by the parties (*Italicized portion may appear in shared parenting plan*)
  - Disclosure statement
  - Personal property division addressed (including vehicles)
  - Real property division addressed
  - Financial division of property addressed (accounts, investments, life insurance, etc.)
  - Pension division addressed
  - If applicable, must address QDRO and court's jurisdiction over them
  - Liabilities and debt division addressed
  - Taxes
  - Spousal support addressed - including jurisdiction
  - Spousal support must have an effective date and must address duration
  - Mandatory CSEA language, if spousal support will go through CSEA
  - Mandatory health insurance provisions re: child(ren) covered (including cash medical)*
  - Mandatory child support provisions included*
  - Child support must have an effective date and termination language*
  - If deviation from guidelines, you must include an explanation*

- Must address arrearages, if applicable*
- Must address tax dependency/exemptions*
- Must incorporate a parenting plan designating a legal custodian/residential parent, unless shared parenting plan is incorporated and sets forth companionship schedule.*
- If refers to Court's standard companionship schedule, must be attached*
- Must address intent to relocate, access to school and medical records*

**CHILD SUPPORT WORKSHEET**

**SHARED PARENTING PLAN**, original, executed by the parties, if applicable.

- Must set forth children's living arrangements, companionship time and school district
- Italicized provisions listed above appear in the plan

**JUDGMENT ENTRY DECREE OF DISSOLUTION**

- Includes both parties' names, addresses, dates of birth, marriage date
- Includes names and dates of birth of the minor children
- Jurisdiction and venue requirements met
- Contains date of hearing
- Signed by attorneys/parties
- Contains mandatory child support language
  - Support Order
  - Tax dependency/exemption
- Contains mandatory child(ren)'s health insurance language
  - Cash medical support
- Statement that wife (1) wishes to be restored to former name or (2) does not wish to be restored to a former name
- Payment of court costs and attorney fees (please acknowledge that court costs must be paid from any deposits first; then, indicate any additional formula for sharing them between the parties, as appropriate)