

**IN THE COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
MEDINA COUNTY, OHIO**
Judge Mary R. Kovack
DISSOLUTION CHECKLIST (without children)

PETITIONER-1:	COUNSEL:
PETITIONER-2:	COUNSEL:
CASE NUMBER:	MARRIAGE DATE:

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
 - Statement regarding jurisdiction and venue
 - Signed by attorneys/parties
 - If applicable, the attorney's address, telephone, and bar number
- WAIVER OF SERVICE** executed by both parties
- SEPARATION AGREEMENT**, original, executed by both parties
 - 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
- JUDGMENT ENTRY DECREE OF DISSOLUTION**
 - Includes both parties' names, addresses, dates of birth, marriage date
 - Jurisdiction and venue requirements met
 - Contains date of hearing
 - Signed by attorneys/parties
 - Contains mandatory CSEA language if applicable
 - 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)