

## CHECKLIST OF REQUIRED FORMS FOR DISSOLUTION OF MARRIAGE

Forms are available at <http://cp.co.hancock.oh.us/>  
<https://www.supremecourt.ohio.gov/JCS/CFC/DRForms/default.asp>

1. Case Designation Sheet – This form is used to classify the type of case to be filed.
2. A Petition for Dissolution signed by both parties.
3. Separation Agreement– the agreement must specify what happens to property, whether anyone has to pay spousal support, and if there are children, when the children will be with each parent and what financial arrangements have been made with regard to child support, medical insurance, medical bills, and tax exemptions.
3. Waivers of service of summons.
4. A Personal History and Financial Affidavit (Appendix A to the Hancock County Local DR Rules) – This must be signed in the presence of a notary public.
5. A Decree of Dissolution must be prepared and brought to the Dissolution Hearing. A copy of the filed Separation Agreement must be attached to the Decree of Dissolution. The original Decree plus two copies must be submitted to the Court at the hearing. (Three copies, if there is a child support order.)

### **If there are minor children of the parties, the following forms are also required:**

6. Certificates of attendance for the H.O.P.E. Parenting Class for the petitioners and any children of this marriage who have completed kindergarten through 10<sup>th</sup> grade. The parties may call (419) 424-7818 to schedule the H.O.P.E. Parenting Class.
7. A Parenting Affidavit, signed in the presence of a notary public.
8. A completed child support worksheet – This form helps to determine how much (if any) child support is appropriate. Worksheets can be completed at the Ohio Department of Job and Family Services website ([www.jfs.ohio.gov/ocs/](http://www.jfs.ohio.gov/ocs/)) or you may contact an attorney for assistance.
9. Application for IV-D services – The party to receive child support must complete, sign and submit this document directly to the Hancock County Child Support Enforcement Agency at 7814 C. R. 140, Findlay, Ohio 45840.

**The parties are further notified that the court's jurisdiction over dissolution proceedings terminates ninety (90) days after the filing of the Petition. All requirements must be met and the hearing held within that period. It is the petitioners' responsibility to meet all the requirements in sufficient time to allow for a hearing.**

**Disclaimer - Please be aware that these forms do not include instructions or legal advice regarding your rights, responsibilities, and legal options. To be fully informed and get answers to your questions, you should seek the advice of an attorney.**