

Welcome to the Domestic Relations Court

GENERAL INFORMATION SHEET

- There is **NO** legal assistance from the Domestic Relations Court. The Court can only provide general information.
- The Court has a webpage that provides general information and forms. Please visit www.domestic.cuyahogacounty.us for additional information.
- All pleadings (complaints, petitions, motions, etc.) must be filed at the Clerk of Courts Office-Domestic Relations Division located in room 35 (lower level) of the County Courthouse. Please visit the Clerk of Courts' website at www.coc.cuyahogacounty.us or call (216) 443-7955 for additional information.
- The Cleveland Metropolitan Bar Association has a lawyer referral service. Please visit www.clemetrobar.org/LRS or call (216) 696-3532 for additional information.
- The Legal Aid Society of Cleveland is a private non-profit agency. Please visit www.lascle.org or call (216) 687-1900 for additional information.
- For general information on county services, please visit www.ohio.gov or call (216) 787-3000.
- For information and referral phone numbers to United Way, dial 211.
- The Domestic Violence and Child Advocacy Center provides help to victims of abuse. Please visit www.domesticviolencecenter.org or call (216) 391-4357 for additional information.

Cuyahoga County Court of Domestic Relations Information Center
Room 306- (216) 443-8880
Hours of Operation: Monday-Friday 8:30am-4:30pm

CUYAHOGA COUNTY DOMESTIC RELATIONS COURT DIVORCE PACKET



This packet contains general information and forms for filing a Complaint for Divorce. It is designed for general use, and may not contain other specific items and information tailored to your particular circumstances. If you have any questions, please contact an attorney before completing and filing these forms.

Divorce

If spouses do not agree on whether to divorce or how to handle property, parenting and support issues, one spouse may file a Complaint for divorce. The person filing the Complaint (the “Plaintiff”) must have lived in Ohio for six months before filing and, generally, in Cuyahoga County for 90 days. The person being sued for divorce (the “Defendant”) has 28 days after being served with the Complaint to file an Answer if he or she intends to contest the divorce. If the Defendant wants the divorce to be awarded to him or her, the Defendant may counter sue by filing a Counterclaim with the Answer.

Under Ohio Revised Code §3105.01 a divorce may be granted for the following reasons:

- Either party had a husband or wife living at the time of the marriage from which the divorce is sought
- Willful absence of the other spouse for one year
- Adultery
- Extreme cruelty
- Fraudulent contract
- Any gross neglect of duty
- Habitual drunkenness
- Imprisonment of the other spouse in a state or federal correctional institution at the time of filing the complaint
- Procurement of a divorce outside this state, by a husband or wife, by virtue of which the party who procured it is released from the obligations of the marriage, while those obligations remain binding upon the other party
- Living separate and apart from your spouse without cohabitation for one or more years
- Incompatibility, unless denied by either party.

If the Defendant fails to file an Answer after being served with the Complaint, an “uncontested” trial will be scheduled. The Plaintiff must testify about the grounds alleged for the divorce, and bring a witness to corroborate his or her testimony. The Plaintiff must also provide evidence about the value of assets, debts, support, and the parenting needs of any minor children. Generally, assets and debts will be divided and parenting and support issues decided according to the Plaintiff’s request. This process takes about two months.

If the Defendant files an Answer, or an Answer and Counterclaim, the case is considered “contested”. One or more hearings, called “pretrials”, will be scheduled to determine what actions must be taken before trial and to narrow the issues to be heard. At “trial” the Court will hear evidence on all issues the parties have been unable to resolve by agreement. “Contested” cases can be very time-consuming and expensive. Often, the parties eventually reach agreement on some or all issues. If the parties can “settle” all issues they will sign a “separation agreement” or an “in-court agreement” which states the terms of the settlement which the Court will order into effect.

INSTRUCTION FOR COMPLETING AND FILING THE COMPLAINT FOR DIVORCE

CAPTION	Fill in your name as “Plaintiff”, your address, and the number of your marriages, including this marriage. Fill in your spouse’s name as “Defendant”, your spouse’s address, and the number of your spouse’s marriages (including this marriage). The Clerk of Courts will assign a Case Number and Judge when you file the Complaint.
PARAGRAPH 1	You must have been a resident of the State of Ohio for six months prior to filing your Complaint. You must also have been a resident of Cuyahoga county for 90 days prior to filing your complaint, unless an exception applies (See <u>Ohio Civil Rule 3</u> for exceptions to this rule).
PARAGRAPH 2	Fill in the date you were married, and the City and State where you were married.
PARAGRAPH 3	Fill in the number of children you and your spouse have together, the name and date of birth for each child, and whether or not the wife is pregnant.
PARAGRAPH 4	Check each of the reasons (called “grounds”) why you want a legal separation. Only select the ones that you can prove. A commonly used ground is “Living Separate and Apart”. Please note “Incompatibility” is only a ground if your spouse does not deny it.
PARAGRAPH 5	Check whether you and your spouse own real property, and if so, list the addresses.
PARAGRAPH 6	Check whether you and your spouse have already divided personal property (including financial accounts) accumulated during the marriage. List personal property not already divided.
PARAGRAPH 7	Check whether you and your spouse have martial debts, and if so, list them.
RELIEF	Check each box that indicates the relief you seek.
SIGNATURE	You must sign the Complaint and provide a daytime phone number, cell phone number, and email address.

FILING THE COMPLAINT FOR DIVORCE

You must file the Complaint with **Clerk of Courts**, located in the Cuyahoga County Courthouse at 1 W. Lakeside Avenue, Cleveland, Ohio 44113, in room 35 on the ground floor. You must also file a **Case Designation Sheet** with the Complaint. If there are minor children of the marriage, you must file a **Parenting Proceeding Affidavit**. If you are not receiving public assistance, you may also wish to complete a IV-D Application, authorizing CJFS-OCSS to provide a broader range of services related to the administration of your child support order. Attach the IV-D Application to the Parenting Proceeding Affidavit. You will be required to pay a “filing fee” with the Clerk of Courts when you file your Complaint. Please refer to **Rule 1** of this Court’s Local Rules for the correct amount.

SERVICE

The Court cannot consider your Complaint for Divorce unless it has been “served” on your spouse. The complaint you file must be “served” by the Clerk of Courts (not by you) by certified mail. You must instruct the Clerk to do this by filing **Instructions for Service** with the Clerk of Courts.

If the mail is returned to the Clerk from the Postal Service as unclaimed or refused, that information is placed on the “docket” in your case, and you will be notified by post card. You must then instruct the Clerk to send service by ordinary mail. To do this, you must file a new **Instructions for Service** form with a copy of the Complaint attached, requesting that service be made by regular mail.

PLEASE NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE SERVICE IS COMPLETED. THIS WEBSITE DOES NOT EXPLAIN OTHER LEGAL METHODS OF SERVICE. FOR FURTHER INFORMATION REFER TO RULES 4 THROUGH 4.6 OF THE OHIO RULES OF CIVIL PROCEDURE.

**COURT OF COMMON PLEAS
DIVISION OF DOMESTIC RELATIONS
CUYAHOGA COUNTY, OHIO**

PLAINTIFF	:	CASE NO. _____
ADDRESS	:	
CITY, STATE, ZIP CODE	:	
NUMBER OF THIS MARRIAGE _____	:	
vs	:	JUDGE _____
DEFENDANT	:	
ADDRESS	:	COMPLAINT FOR DIVORCE
CITY, STATE, ZIP CODE	:	
NUMBER OF THIS MARRIAGE _____	:	

1. Plaintiff has been a resident of the State of Ohio for at least six (6) months and a resident of Cuyahoga County for more than ninety (90) days immediately prior to filing this Complaint.

2. Plaintiff and Defendant were married on _____, in _____.

3. There is/are _____ child(ren) born as issue of this marriage, whose name(s) and date(s) of birth is/are as follows:

	(DOB _____)
	(DOB _____)
	(DOB _____)

and the wife is is not pregnant.

4. Plaintiff seeks a divorce on the following ground(s):

- Plaintiff and Defendant have lived separate and apart without interruption and without cohabitation for at least one year.
- Plaintiff and Defendant are incompatible.
- Defendant has been guilty of the following:
 - Gross Neglect of Duty
 - Extreme Cruelty
 - Adultery
 - Bigamy
 - Habitual Drunkenness
 - Willful Absence of one year or more
 - Imprisonment at the time of filing the Complaint
 - Fraudulent Marriage Contract

5. Plaintiff and Defendant:

- do not own any real property
- own real property located at:

6. Plaintiff and Defendant have acquired certain personal property during the marriage.

- This property has been divided.
- The following property has not been divided

7. Plaintiff and Defendant

- have no debts
- have the following debts:

WHEREFORE, Plaintiff asks that **he/she** be granted a divorce from the Defendant, and that **he/she** be granted the following relief:

- Allocation of parental rights and responsibilities or shared parenting
- Child support including medical support;
- Spousal support;
- Ownership of the real property located at _____;
- An equitable division of personal property and/or debts;
- Restoration of maiden name _____;

and that **he/she** be awarded such other relief as the Court finds fair, just and equitable, including that the cost of this action be paid by Defendant.

PRINT NAME

SIGNATURE

ADDRESS

CITY/STATE/ZIP

DAYTIME TELEPHONE NUMBER

COURT OF COMMON PLEAS
CUYAHOGA COUNTY
DIVISION OF DOMESTIC RELATIONS
CASE DESIGNATION FORM

PLEASE TYPE

Case Number _____ Judge _____

Pending, closed or previously filed and dismissed Domestic Relations' Case(s) between the parties, list case number and judge.

I certify that to the best of my knowledge the within case is not related to any now pending or previously filed, except as noted above.

DIVORCE – CHILDREN (1810)
DIVORCE – NO CHILDREN
LEGAL SEPARATION (1820)
ANNULMENT (1830)
DISSOLUTION – CHILDREN (1840)
DISSOLUTION – NO CHILDREN (1841)

DOMESTIC VIOLENCE (1850)
DIVORCE WITH CHILDREN & DOMESTIC VIOLENCE (1860)
DIVORCE W/O CHILDREN & DOMESTIC VIOLENCE (1861)
UNIFORM INTERSTATE FAMILY SUPPORT ACT (1560)
FOREIGN DECREE (1890)
OTHER (1890)

Service: Certified Mail _____ Waiver _____ Personal _____ Publication _____ FedEx _____

Plaintiff's Length of Residence In: Cuyahoga County _____ Ohio _____

PARTY 1		PARTY 2	
FULL NAME:		FULL NAME:	
ALIAS NAME:		ALIAS NAME:	
DATE OF BIRTH:		DATE OF BIRTH:	
NUMBER OF THIS MARRIAGE:		NUMBER OF THIS MARRIAGE:	
ADDRESS:		ADDRESS:	
CITY:		CITY:	
STATE:	ZIP:	STATE:	ZIP:

DATE OF MARRIAGE: _____ PLACE OF MARRIAGE: _____

CHILDREN'S NAMES:	M	F	DATE OF BIRTH:	AGE

Attorney of Record (Print or Type) _____

E-mail Address: _____

Address _____

Signature _____

Telephone and Fax Number _____

Ohio Supreme Court Registration Number _____

Witness: _____ Address: _____

(COURT USE ONLY)

SET FOR HEARING ____/____/____

DM
 CONTESTED PLTF.
 UNCONTESTED DECREE FOR DEFT. GROUNDS _____
 OTHER _____
 PARENTING PLTF. REALTY _____
 DEFT.

PARENTING SEMINAR Party 1 ____ Party 2 ____
 CHILD SUPPORT _____
 SPOUSAL SUPPORT _____
 ATTORNEY FEES _____
 DATE OF FINAL JOURNAL ENTRY _____

INSTRUCTIONS FOR SERVICE

The Court cannot consider a written request, like a complaint or motion, unless it has been “served” on all of the other parties to the case. If you are trying to change or enforce a court order after your divorce, dissolution or legal separation is over, the motion you file must be “served” by the Clerk of Courts, not by you. You must instruct the Clerk to do this using the form on the next page, titled “**Instructions for Service**”. You must provide the Clerk with a copy of the document you wish to be served.

A commonly used method of service is by certified mail. Sometimes, the party you seek to serve will either refuse the certified mail or never claim it. If the mail is returned to the Clerk of Courts by Postal Service for either of these reasons, that information will be posted to the “docket” in your case. You may then, and only then, instruct the Clerk to send service by ordinary mail. You may use the same **Instructions for Service** form to do this. You will have to provide the Clerk with another copy of the document you wish to be served. Generally, if the ordinary mail is not returned, service is considered complete.

There are exceptions to these service rules, especially when your case is already underway. For example, if all of the original papers in your divorce were served properly but the divorce has not yet been granted, you may serve the documents you file (such as a motion for continuance) by mailing the document to the other parties (or their lawyers, if represented) yourself by regular mail.

There are other ways to serve a party other than certified mail. This website does not explain all of the rules and circumstances related to completing service. For further information, refer to Rules 4 through 4.6 in the Ohio Rules of Civil Procedure.

THE STATE OF OHIO
Cuyahoga County

IN THE COURT OF COMMON PLEAS
INSTRUCTIONS FOR SERVICE

vs.

No. _____

Judge _____

Date _____

ORDINARY MAIL

PERSONAL SERVICE

NUMBER OF SERVICE ATTEMPTS

CERTIFIED MAIL

RESIDENCE SERVICE

SHOW ADDRESS FOR SERVICE IF DIFFERENT
FROM THE ONE SHOWN IN CAPTION

ADDITIONAL INSTRUCTIONS:

Plaintiff Attorney Firm Name

CLERK'S CERTIFICATE OF MAILING



Service of Process was sent by ordinary mail this _____ day of _____, _____

Answer day is 28 days after date of mailing – answer day _____

Attest: Nailah Byrd, Clerk of Courts _____
Deputy

THE PARENTING PROCEEDING AFFIDAVIT AND IV-D APPLICATION

A **Parenting Proceeding Affidavit** must be filed pursuant to [Ohio Revised Code §3127.23](#) at the initial filing of a complaint for divorce, legal separation, annulment or a petition for dissolution when there are minor children. It must also be filed with the initial filing of a Motion to Modify Parenting Order. The Parenting Proceeding Affidavit is a sworn statement stating the names and dates of birth of the minor children of the parties, their residence addresses for the previous five years and whether any or all of the children have been the subject of any court cases where a designation of parental rights has been made no matter where the location of the case. The Parenting Proceeding Affidavit is necessary for the Court to determine if it has the authority to issue parenting orders in the case being filed.

The **“IV-D Application”** is an application to receive child support services from the Office of Child Support Services for parents who are not receiving TANF or Medicaid. After you submit the application the Office of Child Support Services can assist you in providing the following services:

- **Location of Absent Parents.** The agency can assist in finding where an absent parent is currently living, in what city, town or state. The applicant can request “Location Services Only”, if the sole need is to find the whereabouts of the absent parent.
- **Establishment or Modification of Child Support and Medical Support.** The CJFS-OCSS can assist you in obtaining an order for support if you are separated, have been deserted or need to establish paternity (fatherhood). The CJFS-OCSS can also assist you in changing the amount of support orders (modification), and to establish a medical support order.
- **Enforcement of Existing Orders.** The CJFS-OCSS can help you collect current and back child support.
- **Federal and State Income Tax Refund Offset Submittals for the Collection of Child Support Arrearage.** The agency can assist in collecting back support (arrearage) by intercepting a nonpayor’s federal and state income tax refunds on some cases.
- **Withholding of Wages and Unearned Income for the Payment of Court Ordered Support.** The agency can help you get payroll deductions for current and back child support and can intercept unemployment compensation to collect child support.
- **Establishment of Paternity.** The agency can obtain an order for the establishment of paternity (fatherhood), if you were not married to the father of the child.
- **Collection and Disbursement of Payments.** The CJFS-OCSS can collect the child support for you, and send you a check for the amount of the payments received. Back support collected will be paid to you until all of the back support you are owed is paid.
- **Interstate Collection of Child Support.** The agency can assist you in collecting support if the payor is living in another state or in some foreign countries.

Recipients of child support services are required to cooperate to the best of their ability with the CJFS-OCSS. The only fee you can be charged for services is a one-dollar application fee. In providing IV-D services, the CJFS-OCSS and any of its contract agents (e.g., prosecutors, attorneys, hearing officers, etc.) represent the best interest of the children of the state of Ohio and do not represent any IV-D recipient or the IV-D recipients’ personal interest.

STATE OF OHIO)
CUYAHOGA COUNTY) ss.

IN THE COURT OF COMMON PLEAS
DIVISION OF DOMESTIC RELATIONS

Plaintiff/Petitioner/Defendant-01

Case Number _____

Address

Judge _____

Defendant/Respondent/Defendant-02

PARENTING PROCEEDING AFFIDAVIT
(ORC 3127.23)

Address

_____, being duly sworn, states the following regarding issues relevant to
(Your name)
parenting of the following minor child(ren): (Names and birth dates of children) _____

DIRECTIONS: You must answer questions and provide all information requested. If you do not, it is possible the Court will be unable to make orders in your case. If you need more space to answer any question, please use a separate piece of paper and attach it to the back of this form. If the answers/information are not the same for all children, a separate affidavit must be filed for each child.

1. Beginning with the child(ren)'s present address, state the residence where the child(ren) lived within the last five years, and the names and relationship of the persons with whom the child(ren) lived during that period.

<u>Period of Residence</u>	<u>Address and Person(s) at residence</u>	<u>Person(s) Relationship to Child</u>
a. _____ to the present	a. _____	a. _____
b. _____ to _____	b. _____	b. _____
c. _____ to _____	c. _____	c. _____

2. Have you participated as a party, witness, or in any other capacity in any other proceedings concerning the allocation, between the parents of the same child, of parental rights and responsibilities for the care of the child including parenting time rights and the designation of the residential parent and legal custodian of the child or that otherwise concerned the custody of or visitation with the same child? No Yes

If "Yes" you must provide the Court name, address, case number and date of determination, if any on the line below:

3. Do you know of any proceedings that could affect the current proceeding, including proceedings for enforcement of child custody determinations; proceedings relating to domestic violence or protection orders; proceedings to adjudicate the child as an abused, neglected, or dependent child; proceedings seeking termination of parental rights; and adoptions? No Yes

If "Yes" you must provide the Court name, address, case number and date of determination, if any on the line below:

4. State the **name and address** of any person or agency who is not a party to this proceeding and has physical custody of the child or claims to be a parent of the child who is designated the residential parent and legal custodian of the child or to have visitation rights with respect to the child or to be a person other than a parent of the child who has custody or visitation rights with respect to the child (ORC 3127.23(A)(3)). Not Applicable The following person(s): _____

(Name of person or agency)

Address City /State/Zip

I understand that I have a continuing duty to inform the court of any child custody proceeding concerning the child(ren) in this or any other State that could affect the current proceeding.

Affiant

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public

PLAINTIFF/PETITIONER-01	:	CASE NO. DR _____
	:	
vs.	:	JUDGE _____
	:	
DEFENDANT/PETITIONER-02 RESPONDENT	:	

**APPLICATION FOR CHILD SUPPORT SERVICES
NON-PUBLIC ASSISTANCE APPLICANT/RECIPIENT**

Applicant Name _____

Applicant Address _____

IMPORTANT: If you are receiving TANF or Medicaid, do **not** complete this application, because you became eligible for child support services when you became eligible to receive TANF or Medicaid.

I, _____, request Child Support Services from the Cuyahoga County Office of Child Support Services. I understand and agree to the following conditions:

- A. I am a resident of Cuyahoga County.
- B. The only fee that can be charged for services is a one dollar application fee.
- C. Recipients of child support services shall cooperate to the best of their ability with the CJFS-OCSS.
- D. In providing IV-D services, the CJFS-OCSS and any of its contracted agents (e.g., prosecutors, attorneys, hearing officers, etc.) represent the best interest of the children of the state of Ohio and do not represent any IV-D recipient or the IV-D recipients' personal interest.

The Child Support Enforcement Agency can assist you in providing the following services:

- 1. **Location of Absent Parents.**
The agency can assist in finding where an absent parent is currently living, in what city, town or state. The applicant can request "**Location Services Only**", if the sole need is to find the whereabouts of the absent parent.
- 2. **Establishment or Modification of Child Support and Medical Support.**
The CSEA can assist you in obtaining an order for support if you are separated, have been deserted or need to establish paternity (fatherhood). The CJFS-OCSS can also assist you in changing the amount of support orders (modification), and to establish a medical support order.
- 3. **Enforcement of Existing Orders.**
The CJFS-OCSS can help you collect current and back child support.
- 4. **Federal and State Income Tax Refund Offset Submittals for the Collection of Child Support Arrearage.**
The agency can assist in collecting back support (arrearage) by intercepting a non-payor's federal and state income tax refunds on some cases.
- 5. **Withholding of Wages and Unearned Income for the Payment of Court Ordered Support.**
The agency can help you get payroll deductions for current and back child support and can intercept unemployment compensation to collect child support.
- 6. **Establishment of Paternity.**
The agency can obtain an order for the establishment of paternity (fatherhood), if you were not married to the father of the child.
- 7. **Collection and Disbursement of Payments.**
The CJFS-OCSS can collect the child support for you, and send you a check for the amount of the payments received. Back support collected will be paid to you until all of the back support you are owed is paid.
- 8. **Interstate Collection of Child Support.**
The agency can assist you in collecting support if the payor is living in another state or in some foreign countries.

APPLICANT INFORMATION

<p>Name: _____</p> <p>Home Address: _____ _____ _____</p> <p>Home Phone #: _____</p> <p>Social Security #: _____</p> <p>Race: _____</p> <p>Relationship to Children: _____</p> <p>Military Service: _____ (Branch, Dates) _____ _____</p>	<p>Date of Birth: _____</p> <p>Mailing Address: _____ _____ _____</p> <p>Sex: _____</p> <p><input type="checkbox"/> Single <input type="checkbox"/> Married</p> <p><input type="checkbox"/> Divorced <input type="checkbox"/> Separated</p> <p>Ever been on Public Assistance? _____ (When and Where) _____ _____</p>
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EMPLOYER INFORMATION

<p>Employer Name: _____</p> <p>Employer Address: _____ _____ _____</p>	<p>Employer Phone #: _____</p> <p>Is Medical Insurance Available? _____</p>
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	CHILD 1	CHILD 2	CHILD 3
Name:			
Sex:			
Race:			
Social Security #:			
Date of Birth:			
Home Address:			

Location of Birth: (Country, State, City)			
Has Paternity (Fatherhood) been Established?			
Name(s) of Absent Parent(s):			
Is there an Order for Support?			
Is the Child covered by Medical Insurance?			

ABSENT PARENT INFORMATION		
PARENT 1	PARENT 2	PARENT 3

Name (and alias)			
Home Address:			
Mailing Address:			
Social Security #:			
Date of Birth:			
Location of Birth (Country, State, City)			
Race:			
Sex:			
Height / Weight:			
Hair / Eye Color:			
Identifying Marks (Tattoos, scars, etc):			
Names of Children:			
Name and Address of Employer			

Employer Phone #:			
Medical Insurance Provided?			
Support Order #:			
Date of Support Order:			
Amount of Support:	\$	\$	\$
Order Frequency:	Per	Per	Per
Location where Order was issued:			
Military Service (Branch, Dates)			
Ever Incarcerated? (Location, Dates):			
Arrest Record (Location, Dates):			
Name and Address of Current Spouse			
Father's Name:			
Mother's Name (Maiden):			
Ever been on Public Assistance? (Locations, Dates)			

Type(s) of Service(s) Requested:

- All Services listed
- Location of absent parent only
- Other (please explain) _____

I understand that the Child Support Agency within 20 days of receiving this application will contact me by a written notice to inform me if my case has been accepted for child support services (VI-D Services).

Signature of Applicant: _____

Date: _____

CHILDCARE WORKSHEET
Complete this page if you have childcare expenses

INSTRUCTIONS:

Include only childcare expenses incurred for the children of this child support case

Childcare expenses that are work or educational related, minus certain tax credits, are added to child support. Enter these expenses on **Line 1**

Only work related (not education related expenses) effect the amount of the tax credit. Enter this amount on **Line 2**.

Enter the Earned Income of the person paying childcare expenses on **Line 3**.

If the person who pays the childcare expenses is married and files a joint tax return, enter the spouse's earned income on **Line 4**.

Enter the number of children in this case on **Line 5**.

Enter the filing status from your federal tax return on **Line 6**

Choose from the following: **"S"** for "Single",
 "MJ" for "Married filing Joint"
 "MS" for "Married filing Separate"
 "HH" for "Head of Household"
 "QW" for "Qualified Widow?"

		Father	Mother
Line 1	Total childcare expenses	\$ _____	\$ _____
Line 2	Qualifying childcare expenses	\$ _____	\$ _____
Line 3	Earned Income	\$ _____	\$ _____
Line 4	Spouse's earned income	\$ _____	\$ _____
Line 5	Number of Children	_____	_____
Line 6	Federal tax filing status	_____	_____

Health Insurance Cost Worksheet

Annual Contributing Cost

Cost of family plan	\$ _____	Cost of Single	
		+ all dependents	\$ _____
Minus cost of		Minus cost of	
single plan	-\$ _____	single + dependents	
		not on this order	-\$ _____
Contributing cost	=	\$ _____	*

*Compare this number to line 7b of the child support computation worksheet to determine if "contributing cost" is reasonable.

Annual Marginal Out-of-Pocket Cost

Contributing cost	\$ _____
Divided by # of covered dependents	÷ \$ _____
Times # of children on this order	x \$ _____
Marginal out-of-pocket cost	= \$ _____ *

*Include this number on line 20a of the child support computation worksheet.

Information for Completing Child Support Worksheet

Name of parent paying child support (Obligor): _____ Mother Father

Name of other parent (Obligee): _____ Mother Father

Number of Children _____ Check here if "split custody" and state the number of children with each parent:

Worksheet
line No.

Number of Children with Mother _____
Number of Children with Father _____

		FATHER	MOTHER
1a	Annual Gross Income from employment (do not include overtime, bonuses, self-employment income, or commissions)	\$ _____	\$ _____
1b	Amount of overtime, bonuses, and commissions. 3 years ago 2 years ago Last calendar year	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
2a	Self Employment Income Gross receipts from business	\$ _____	\$ _____
2b	Ordinary & necessary business expenses	\$ _____	\$ _____
3	Annual Income from interest and dividends	\$ _____	\$ _____
4	Annual Income from unemployment compensation	\$ _____	\$ _____
5	Annual Income from Workers' Compensation, Disability Insurance benefits, or Social Security Disability/retirement benefits (do not include SSI)	\$ _____	\$ _____
6	Other Income (including spousal support received) Describe: _____ _____	\$ _____	\$ _____
8	Number of children born to or adopted by either parent and another parent who are living with that parent (do not include step-children) Annual child support received for those children	_____ \$ _____	_____ \$ _____
9	Annual court ordered support paid for other children	\$ _____	\$ _____
10	Annual court ordered spousal support paid to any spouse or former spouse	\$ _____	\$ _____
11	Amount (or percentage of income) paid for local income taxes	\$ _____	\$ _____
12	Mandatory work-related deductions such as union dues, uniform fees, etc. (not including deductions for taxes, social security or retirement)	\$ _____	\$ _____
19	Annual childcare expenses for children of this case that are work/education related	\$ _____	\$ _____
20a	Cost of providing Private Health Insurance for the children in this case. (Cost of family insurance minus cost of single insurance, divided by total number of dependents covered, times number of children in this case.)	\$ _____	\$ _____

I/we am/are providing this information for the purpose of preparing a child support worksheet.

Print name

Signature

Print name

Signature

If you have any questions about the information on this form talk to an attorney before you give this form to the Court.



Helping Children Through Divorce

A Parent Education Seminar

The Parent Education Seminar enables parents to help their children at a time when parents are most vulnerable themselves.

The Goals of the Seminar:

- Understand the stages of divorce and the mourning process
- Recognize children's responses to divorce according to age and developmental phase
- Learn what parents can do to help
- Know how to identify children at risk
- Learn how to share parenting during and after the divorce
- Consider alternative methods of resolving disputes that best serve the needs of children

Cost: \$45, payable by cash or money order only. The seminar includes "Children and Divorce: A Guide for Parents."

To Register: Call 216-671-1919, **Monday-Thursday, 9:30 a.m. to 4:30 p.m.** (The office is closed on Fridays.)

Please have your **court case number** and **social security number** available when you call to register. Pre-registration is required for admission to the seminar. Don't wait to call- classes fill up very fast! Please **DO NOT** bring children or anyone not registered for the class.

Online Registration is now available. Visit us at www.beechbrook.org (Under the How We Serve tab). There are 6 seminars a month, with 2 available at each location. You only have to attend 1 seminar and will receive your certificate of completion right afterwards.

Locations:

West Side

Middleburg Heights
Community Center
16000 Bagley Road
Middleburg Heights, OH
44130 7-9:30pm

East Side

Hampton Inn & Suites
3840 Orange Place
Beachwood, OH 44122
7-9:30pm

Downtown

Double Tree
1111 Lakeside Avenue East
Cleveland, OH 44114
9:30am-12pm

