

## **INSTRUCTIONS FOR COMPLETING AND FILING THE PETITION FOR DISSOLUTION**

Caption: Fill in your name as “Petitioner-01”, your address and the number of your marriages (including this marriage).

Fill in your spouse’s name as “Petitioner-02”, your spouse’s address and the number of your spouse’s marriages (including this marriage)

The Clerk of Court will assign a Case Number and Judge when you file the Petition.

Paragraph 1: You must have been a resident of the State of Ohio for six months and of Cuyahoga County for 90 days prior to filing the Petition.

Paragraph 2: Fill in the City and State where you were married, and the first names and birth dates (DOB) each child you and your spouse have together.

Paragraph 3: You must attach a “Separation Agreement” to the Petition. For a general description of the Separation Agreement see the topic [“Dissolution”](#) on the General Information page of this website.

Signature: You and your spouse must sign the Petition and provide daytime phone numbers.

### **FILING THE PETITION FOR DISSOLUTION OF MARRIAGE**

The Petition must be signed by both you and your spouse and filed with the [Clerk of Court](#). If there are minor children of the marriage you must also file a [Parenting Proceeding Affidavit](#). If you are not receiving public assistance, you may also wish to complete a IV-D Application, authorizing CSEA 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 Application. You will be required to pay a “filing fee” with the Clerk of Court when you file your Complaint. Please refer to [Rule 1](#) of this Court’s Local Rules for the correct amount.

You will be required to pay a “filing fee” with the Clerk of Courts at the time you file the Petition. If there are children of your marriage then the filing fee is \$200.00. If there are no children the fee is \$150.00.

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

\_\_\_\_\_  
PETITIONER-01 : CASE NO. \_\_\_\_\_  
\_\_\_\_\_  
ADDRESS :  
\_\_\_\_\_  
CITY, STATE, ZIP CODE :  
\_\_\_\_\_  
NUMBER OF THIS MARRIAGE \_\_\_\_\_ :  
and : JUDGE \_\_\_\_\_  
\_\_\_\_\_  
PETITIONER-02 :  
\_\_\_\_\_  
ADDRESS : **PETITION FOR**  
**DISSOLUTION OF MARRIAGE**  
\_\_\_\_\_  
CITY, STATE, ZIP CODE :  
\_\_\_\_\_  
NUMBER OF THIS MARRIAGE \_\_\_\_\_ :

1. Petitioner-01 Petitioner-02 has/have been (a) resident(s) 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 Petition.

2. Petitioner-01 and Petitioner-02/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 presently pregnant.

4. The parties have entered into the attached Separation Agreement.

5. The parties, each being over 18 years of age and not under any legal disability, hereby waive all rights they have to receive summons through the Clerk of Courts. The parties state they have seen and read this Petition and are voluntarily appearing in this action.

**WHEREFORE**, the parties petition the Court for a Decree of Dissolution of their marriage according to the terms of their Separation Agreement.

\_\_\_\_\_  
SIGNATURE OF PETITIONER-01

\_\_\_\_\_  
SIGNATURE OF PETITIONER-02

\_\_\_\_\_  
MOBILE TELEPHONE NUMBER PETITIONER-01

\_\_\_\_\_  
MOBILE TELEPHONE NUMBER PETITIONER-02

\_\_\_\_\_  
EMAIL ADDRESS FOR PETITIONER-01

\_\_\_\_\_  
EMAIL ADDRESS FOR PETITIONER-02