

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

- Caption:** Fill in your name as “Petitioner 01” and your address.
- Fill in your spouse’s name as “Petitioner 02” and your spouse’s address.
- Please provide daytime phone numbers.
- Paragraphs 1 – 2** At least one party must have been a resident of the State of Ohio for six months and of Brown County for 90 days prior to filing the Petition.
- Paragraph 3 – 6** Fill in the City and State where you were married and the names and the dates of birth for each child you and your spouse have together.
- You must attach a “Separation Agreement” (and a “Shared Parenting Plan,” if applicable) to the Petition. You may also attach a “Parenting Plan” instead of a Shared Parenting Plan if you wish.
- Paragraph 7:** Both Petitioners must waive service of summons.
- Paragraph 8:** The Petitioner must indicate if they wish to be restored to a former last name.
- Signature:** You and your spouse must sign the Petition, Separation Agreement, Shared Parenting Plan and / or the Parenting Plan, if applicable.

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

The Petition must be signed by both you and your spouse and filed with the Clerk of Courts. If there are minor children of the marriage, you must also file a Parenting Proceeding Affidavit and must attend a required parenting program before the court will approve your decree (check with the court for further details). Both petitioners must also sign and file a Waiver of Service of Summons Form with your petition unless there is a waiver of summons contained in your Petition (Paragraph 7 of the uniform petition form).

You will be required to pay a “filing fee” to the Clerk of Courts when you file your Petition. Please see Rule 5 of this Court’s Local Rules for the correct amount.

You both must attend the final hearing for the dissolution of marriage to be approved.