**DECREE OFFICE CHECKLIST**

NO BLANKS – If left blank, write in “N/A” if the paragraph is not applicable or “refer to Separation Agreement” or “refer to Magistrate’s Decision” and the date the Separation Agreement or Magistrate’s Decision was filed/entered.

* Date the Merits were heard
* Date Complaint was filed
* Date Counterclaim was filed (if applicable)
* Was service perfected or waived?
* Who was present, and represented?
* Where the Plaintiff/Petitioner resides (6 months in the State of Ohio)
* When and where they were married
* Military service, if applicable
* Bankruptcy Language, if applicable
* Is any party being restored to a former name? (Make sure to include First, Middle, and Last name)
* Court Costs
	+ Waived with Tested Fee Waiver
	+ Billed to Plaintiff or Defendant or Both

**STAFF ATTORNEY CHECKLIST**

* Children’s names and DOBs – This will be Initials and DOBs in the future
	+ Children born during the marriage, but not issue of the marriage (how was paternity established)
* Grounds (Divorces)
* Property Distribution\*\*\*\*Unless included in Separation Agreement/ Shared Parenting Plan/Parenting Plan and that agreement/plan is fully incorporated in the decree
	+ Is there a distribution of all property listed on the Financial Disclosure/Property Statement?
	+ Property is allocated in accordance with the attached Separation Agreement, Agreed Entry, Decision, etc. (Below is a list of each category on our Separation Agreement, each one should be addressed even if it says “NA.” “NA” is only appropriate if the parties do not have any asset in the category.
		- * Real Estate
			* Vehicles
			* Household Goods and Personal Property
			* Financial Accounts
			* Stocks/Bonds/Securities/Mutual Funds
			* Business Interests
			* Pension/Profit Sharing/IRA/401(k)/Deferred Compensation/Other Retirement Plans
			* Life Insurance Policies with Cash Value
			* Debts
			* Tax Refunds
* Spousal Support -\*\*Unless included in Separation Agreement/ Shared Parenting Plan/Parenting Plan and that agreement/plan is fully incorporated in the decree
	+ Direct pay or through Child Support Enforcement Agency
	+ Effective Date
	+ Duration (including termination language)
	+ Spousal Support arrearage (if set at zero – effective date)
	+ Is the spousal support listed as income and credit on the support worksheet?
	+ Retention of jurisdiction
* Custody Language (residential parent/legal custodian)- \*\*\*\*Unless included in Separation Agreement/ Shared Parenting Plan/Parenting Plan and that agreement/plan is fully incorporated in the decree
* Parenting Time (Standard Order / Holiday Schedule)\*\*\*\*Unless included in Separation Agreement/ Shared Parenting Plan/Parenting Plan and that agreement/plan is fully incorporated in the decree
* Shared Parenting Plan/Parenting Plan
* Relocation Notice- \*\*Unless included in Separation Agreement/ Shared Parenting Plan/Parenting Plan and that agreement/plan is fully incorporated in the decree
* Records/Daycare/School Restrictions-\*\*\*\*Unless included in Separation Agreement/ Shared Parenting Plan/Parenting Plan and that agreement/plan is fully incorporated in the decree
* Deviation Language- \*\*\*\*Unless included in Separation Agreement/ Shared Parenting Plan/Parenting Plan and that agreement/plan is fully incorporated in the decree
	+ Child Support
		- Dollar amount or percentage
		- Reason for Deviation
	+ Cash Medical Support
		- Dollar amount or percentage
		- Reason for Deviation
* Child support \*\* Unless included in Separation Agreement/ Shared Parenting Plan/Parenting Plan and that agreement/plan is fully incorporated in the decree
	+ Child Support Chart

|  |  |
| --- | --- |
| Current child support per month, per child **(before processing fee)**  | $       |
| Combined current child support **(before processing fee)**  | $       |
| Current cash medical support obligation per month, per child **(before processing fee)** | $       |
| Combined cash medical support **(before processing fee)\*\***  | $       |
| Child support arrearage payment per month **(before processing fee)**  | $       |
| 2% Processing Fee on TOTAL monthly order  | $       |
| TOTAL MONTHLY ORDER:  | $       |

* + Per Month Per Child NOT including 2% processing fee
	+ Effective Date (best practice is to include a specific date – not date of final hearing/filing of decree/first day of month following filing of decree)
	+ Child Support arrearage (if set at zero – effective date)
		- Any arrears accumulated after this date are hereby preserved
	+ Notwithstanding…language (standard language)
	+ Payment through Child Support Enforcement Agency- can be direct for a limited time while the Child Support account is being set up (Not to exceed 4 months)
	+ Notification Language
* Cash Medical Support\*\* Unless included in Separation Agreement/ Shared Parenting Plan/Parenting Plan and that agreement/plan is fully incorporated in the decree
	+ Per Month Per Child NOT including 2% processing fee
	+ Effective Date (should be the same date as Child Support)
* Health Care Coverage\*\* Unless included in Separation Agreement/ Shared Parenting Plan/Parenting Plan and that agreement/plan is fully incorporated in the decree
	+ Shared Liability (Form 7.20, no private health insurance) or Qualified Medical Child Support Order (Form 7.17, private health insurance is available)
	+ Who pays the first $388.70 per year per child?
	+ Uninsured/Unreimbursed Medical Percentage

\*\* Unless included in Separation Agreement/ Shared Parenting Plan/Parenting Plan and that agreement/plan is fully incorporated in the decree

**MAGISTRATE CHECKLIST**

Blanks – There should not be any blanks.

* Who was present, and represented?
* Is the wife currently pregnant?
* Who gave testimony (Plaintiff, Plaintiff and Witness, Plaintiff & Defendant)?
* Is any party being restored to a former name? (Please make sure to include first, middle, and last names)
* Court Costs
	+ Waived with Tested Fee Waiver
	+ Billed to Plaintiff or Defendant or Both
* Certified copies

\*\*\*Please keep in mind the Court of Appeals case C-2200150 (Hillgrove) decision: **FINAL ORDER - DIVORCE DECREE: Order denying relief from a divorce decree that was not final because the domestic relations court left unresolved the disputed ownership of certain real property is not a final appealable order.**

\*\*\* Language needs to be included that states that if there is a discrepancy the decree controls. Otherwise, it will be rejected if the dates don’t match.