

entry with appropriate notation to the Court for approval. If the prevailing party does not prepare an entry within the seven day period, opposing counsel may forthwith present an entry to the Court for approval. If counsel are unable to agree upon an entry, they shall confer with the Judge, and if agreement cannot be reached after such conference, the Judge shall prepare and enter the proper entry.

- 18.03 Journal entry forms provided by the Clerk may also be used as a docket entry in an appropriate situation, but the use of a docket entry is discouraged, the better practice being the use of the short description in the caption.

## **RULE 19: Domestic Relations Cases (Effective January 1, 2008)**

**19.00 General:** This version of Local Rule 19 is effective January 1, 2008, and incorporates all the provisions of Chapter 31 of the Ohio Revised Code by reference as each pertains to the subject matter and proceedings of the Domestic Relations Division of the Common Pleas Court of Guernsey County.

### **19.01 Scheduling of Domestic Hearings**

- (A) All domestic relations cases, whether contested or uncontested, including all motions pertaining to family affairs, will be set by the Assignment Commissioner and will be assigned as part of the regular docket of the Judge or the Magistrate. Attorneys are required to include their attorney registration number issued by the Ohio Supreme Court on all documents filed under this rule.
- (B) At the time a petition for dissolution is filed, the attorney or party filing the same, shall obtain a hearing date from the Assignment Commissioner.
- (C) At the time of filing a divorce or legal separation, or after service is obtained, if in the opinion of Plaintiff, these actions are likely to be uncontested, the Plaintiff may obtain a hearing date from the Assignment Commissioner.
- (D) At the time Plaintiff requests a hearing date, the Court will cause notice of hearing to be sent by ordinary mail to Defendant at such address as Plaintiff shall provide. See also Rule 4.4(A)(2) and Rule 5(B) and 5(E) of the Ohio Rules of Civil Procedure.

### **19.02 Appointment of Process Servers**

- (A) Process Server (one-time appointment). If a party desires personal service to be by process server pursuant to civil rule 4.1, that party must file with the clerk of courts an entry appointing a special process server. The following must be stated in the entry of appointment:
- (1) The name of the person to be appointed as process server;
  - (2) That the person to be appointed as process server is 18 years of age or older;
  - (3) That the person to be appointed as process server is not a party or counsel for a party in the action.

- (B) Process Server (continuing appointment). A person may apply to be designated as a “standing process server” for cases filed in this court by filing an application supported by an affidavit setting forth the following information:
- (1) The name, address, and telephone number of the applicant;
  - (2) That the applicant is 18 years of age or older;
  - (3) That the applicant agrees not to attempt service of process in any case in which the applicant is a party, counsel for a party, or related to a party by blood or marriage;
  - (4) That the applicant agrees to follow the requirements of civil rule 4 through 4.6 and any applicable local rules, and specific instructions for service of process as ordered by the court in individual cases.
- (C) Recording Order of Appointment.
- (1) The applicant requesting designation shall also submit an order captioned “in re the appointment of (name of applicant) as standing process server” and stating as follows: “it appearing to the court that the following applicant has complied with the provisions of local rule 19.02, (name of applicant) is hereby designated as a standing process server authorized to make service of process in all cases filed in this court, to serve until further order of this court.”
  - (2) The clerk of courts shall record such appointment on the court’s general docket and shall retain the original application and judgment entry. In any case thereafter, the clerk of courts shall accept a time-stamped copy of such order as satisfying the requirements of civil rule 4.1(B) for designation by the court of person to make service of process.

### **19.03 Ex-parte Domestic Orders**

- (A) Counsel desiring an ex-parte order pursuant to Civil Rule 75(H) or (M) must arrange a personal conference with the Judge or Magistrate and present the complete file together with a proposed entry or entries. During the conference, counsel may be required to provide background information and respond to inquiry pertinent to the relief sought.
- (B) Ex-parte restraining orders must be mutual and will not be considered unless there is presented an affidavit of a party, sworn to absolutely, containing information precisely as required by Civil Rule 75(H) and O.R.C. Section 3127.23.
- (C) Requests for allowance of spousal support, child support and allocation or parental rights and responsibilities pendente lite must either be included in the complaint or by motion accompanied by satisfactory proof by affidavit. These requests shall be accompanied by the affidavit of financial and health insurance disclosure. See Form 19-A. Any ex-parte order/entry shall state that the order will remain in effect until hearing. The current primary residence of the child(ren) and temporary child support may be established in the temporary orders without further hearing. A hearing will be scheduled within 14 days at the request of any party.

- (D) In all domestic relations cases seeking ex-parte orders after January 1, 2008, the following statement, signed by counsel in accord with Civil Rule 11, will be made in the pleadings or by separate affidavit:

“I hereby certify that to the best of my knowledge and belief, the opposing party has not been, or is not presently, represented by counsel.”

(Signature), Attorney at Law  
Supreme Court Registration No.

#### 19.04 Local Filing Requirements

- (A) At the time of filing a petition for dissolution, complaint or counterclaim for divorce, legal separation or annulment, or any answer to the same, the following must also be filed using the forms set forth in these rules. There must be sufficient copies to enable the Clerk of Courts to serve a copy thereof with the pleading on the opposing party and a copy for the Child Support Enforcement Agency in cases in which a child support or spousal support order is contemplated.

- (1) Financial Affidavit and Health Insurance Information Form (herein referred to as **Form 19-A**).
- (a) The purpose of the affidavit is to provide the Court with background financial and health insurance information. The affidavit does not constitute a pleading or resolution of substantive issues and shall not be made a part of the public record.
- (b) Any financial documents of the parties used to support the affidavit, including but not limited to W-2's, paycheck stubs or tax returns, are to be made available to the Court as an exhibit and a notice that such exhibits were provided to the court shall be filed with the Clerk of Courts. Personal financial documents are **not** to be filed with the Clerk.
- (c) The signed, sworn, Uniform Child Custody Affidavit required by O.R.C. Section 3127.23 set forth herein as **Form 19-B**, setting forth the residential information of all minor children of the parties. It shall be an affirmative duty to identify all children conceived or born to the wife during the marriage. Nondisclosure of such information shall be construed as an affirmative representation of non-parenthood; which if untrue, shall constitute a fraud upon the Court and for which the Court may make any appropriate Order.
- (b) A Notice (**Form 19-C-1**) that a signed application and release for Title IV-D services (**Form 19-C-2**) has been completed and filed. The original application and release are to be provided for service on CSEA. The Clerk is to cause said application and release to be delivered to CSEA with a copy of the pleadings. **Only** the Notice is to be filed.

- (c) A child support computation worksheet, pursuant to O.R.C. Section 3119.01 et seq., shall be attached to all entries, both temporary orders and final decrees, submitted to the Court. In dissolutions, the child support worksheet is to be signed and sworn to by both parties.
  - (d) A Notice to both parties that they are required to attend an educational program for divorcing parents with a copy of Rule 19.07 (Ex. D) and the current year's schedule attached thereto.
- (B) Shared Parenting Plan
- (1) When a petition for dissolution includes a plan for shared parenting in the separation agreement, or when one party or both parties submit individual plans for shared parenting in a divorce or legal separation action, and any of the parenting time is the same as the court's standard order of parenting time (**Ex. H**), the court's standard order is to be incorporated by reference and attached thereto and **not** rewritten in the body of the separation agreement or shared parenting plan.
  - (2) Any parenting time that states "as the parties can agree" must include "but no less than the court's standard order of parenting time" and "that the court's standard order of parenting time shall govern in all issues of the minor children not otherwise modified herein and in all matters wherein the parties cannot agree."
- (C) Pretrials (See Rule 14)
- (1) All contested divorce actions and contested legal separation actions and pro se dissolutions and divorces shall be set for pretrial hearings within 30 days of the completion of the initial pleadings of the parties. Pretrials will be scheduled by the Assignment Commissioner.
  - (2) Appropriate subjects for pretrial review are discovery requirements and motions; evidentiary requirements to establish child support obligations; health care insurance availability and the coordination of such benefits (O.R.C. 3902.13); dates for discovery deadlines and motions; and final hearing dates.
  - (3) The court shall receive oral motions for appraisal of real estate, personal property and pension plans at the pretrial hearing.
  - (4) Potential prospects for mediation (see Rule 32) and conciliation efforts are appropriate issues to review at pretrial hearings.
- (D) Conversions
- (1) The parties to a petition for dissolution may convert their petition to a complaint in divorce under the provisions of O.R.C. 3105.65.

- (2) The parties to a complaint in divorce may convert their divorce action to a petition for dissolution under the provisions of O.R.C. 3105.08.
- (E) Final Hearing
- (1) All stipulations must be in writing and signed by the parties and their counsel.
- (2) All exhibits are to be premarked by counsel with Plaintiff assigning numbers to the exhibits and Defendants assigning letters to exhibits. Each party shall provide a list of exhibits for trial which includes the exhibit number/letter, the name of the exhibit and designation of location in the notebook. If a party has more than 10 exhibits, the exhibits shall be in a notebook with appropriate dividers and the list of exhibits as the table of contents. Counsel should coordinate with each other to prevent duplication of exhibits. A complete set of exhibits are to be provided as follows:
1. One set of exhibits shall be tendered into the record;
  2. One set of exhibits shall be for the use of the Magistrate during the hearing;
  3. One set of exhibits shall be provided to other counsel/party in the case;
  4. One set of exhibits shall be retained by the presenting party for reference during the hearing.
  5. A copy of the exhibit list shall be provided to the Bailiff **prior to hearing**.
- (3) Unless a written stipulation has been provided to the court that all personal property has been divided, each party/counsel must provide a complete and accurate form entitled Household Goods and Furnishings which is attached hereto and incorporated as part of this rule. **Failure to provide this form to the court for hearing or to list items of personal property may be deemed an agreement that the personal property not listed has been divided to the parties' satisfaction.**

## **INSTRUCTIONS FOR HOUSEHOLD GOODS AND FURNISHINGS FORM**

Each party shall complete an inventory of all household goods and furnishings in **their** possession.

All furniture must be recorded as an individual item. All household items, such as a set of dishes, pots/pans, flatware, etc., may be recorded as one item.

**Property description:** Identify item by name, specific enough for a third party to determine which item is being referred to. For example, dining room table or kitchen table or coffee table.

### **How acquired:**

M=marital, purchased during the marriage

PM/H=Husband's prior to the marriage

PM/W=Wife's prior to marriage

G/H=the item was a gift to Husband

G/W=the item was a gift to Wife

I/H=the item was inherited by Husband

I/W=the item was inherited by Wife

**Value** = What you believe you could sell the item for today

**In possession of** = Who has the item currently

Both parties must complete a form and provide it to counsel for discovery and exchange. If you are representing yourself, the form is to be provided to the other party prior to pretrial. Make a copy of the first page before beginning in case you need more room.

In the event a party believes the other party's inventory is incomplete, the reviewing party shall add the additional items to the other party's inventory under the heading of Additional Items and designate how the item was acquired, the value of the item and whose is in possession of the item.

### **NOTICE TO PARTIES AND COUNSEL:**

**FAILURE TO PROVIDE THIS FORM TO THE COURT FOR HEARING OR TO LIST ITEMS OF PERSONAL PROPERTY MAY BE DEEMED AN AGREEMENT THAT THE PERSONAL PROPERTY NOT LISTED HAS BEEN DIVIDED TO THE PARTIES SATISFACTION.**



19.05 The Clerk of Court shall refuse to receive for filing any pleading which fails to comply with Paragraph 19.04 above.

#### 19.06 **Child Support**

(A) Computation: the child support obligations of the parties to any domestic relations action involving children will be determined and computed under the provisions of O.R.C. 3119.02. In each case, the parties will be required to document their computations employing the “Supportworks” software package available in the County Law Library or some other equivalent software.

(B) Child Support Orders.

(1) The Court shall issue child support orders as required under the provisions set forth in O.R.C. Section 3119.01 et seq. An income withholding order shall issue if the party is employed. The Court shall issue a Seek Work Order in cases where the obligated party is unemployed and under a support order of the Court. The following forms are to be used for these orders:

- (a) Income Withholding Order/Notice to Employer/Income Source (**Ex. E-1**)
- (b) Seek Work Order (**Ex. E-2**)
- (c) Income Withholding Termination (**Ex. E-3**)
- (d) Notification Orders to Obligor and Obligee (**Ex. E-4**)
- (e) Notice of Order to Enroll Dependent’s in Health Plan (**Ex.E-5**)

(2) Pursuant to O.R.C.3121.29, all child support orders shall include the following:

**“EACH PARTY TO THIS SUPPORT ORDER MUST NOTIFY THE CHILD SUPPORT ENFORCEMENT AGENCY IN WRITING OF HIS OR HER CURRENT MAILING ADDRESS, CURRENT RESIDENCE ADDRESS, CURRENT RESIDENCE TELEPHONE NUMBER, CURRENT DRIVER’S LICENSE NUMBER, AND OF ANY CHANGES IN THAT INFORMATION. EACH PARTY MUST NOTIFY THE AGENCY OF ALL CHANGES UNTIL FURTHER NOTICE FROM THE COURT OR AGENCY, WHICHEVER ISSUED THE SUPPORT ORDER. IF YOU ARE THE OBLIGOR UNDER A CHILD SUPPORT ORDER AND YOU FAIL TO MAKE THE REQUIRED NOTIFICATIONS, YOU MAY BE FINED UP TO \$50 FOR A FIRST OFFENSE, \$100 FOR A SECOND OFFENSE, AND \$500 FOR EACH SUBSEQUENT OFFENSE. IF YOU ARE AN OBLIGOR OR OBLIGEE UNDER ANY SUPPORT ORDER ISSUED BY A COURT AND YOU WILLFULLY FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY BE FOUND IN COMTEMPT OF COURT AND BE SUBJECTED TO FINES UP TO \$1,000 AND IMPRISONMENT FOR NOT MORE THAN 90 DAYS.**



**IF YOU ARE AN OBLIGOR AND YOU FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY NOT RECEIVE NOTICE OF THE FOLLOWING ENFORCEMENT ACTIONS AGAINST YOU:**

**IMPOSITION OF LIENS AGAINST YOUR PROPERTY; LOSS OF YOUR PROFESSIONAL LICENSE; WITHHOLDING FROM YOUR INCOME, ACCESS RESTRICTIONS AND DEDUCTION FROM YOUR ACCOUNTS IN FINANCIAL INSTITUTIONS; AND ANY OTHER ACTION PERMITTED BY LAW TO OBTAIN MONEY FROM YOU TO SATISFY YOUR SUPPORT OBLIGATION.”**

- (3) Deviations in child support from the guideline amount must be approved by the Judge or Magistrate and factors for said deviation pursuant to O.R.C. 3119.22 and 3119.23 must be set forth in the body of the decree/entry. A child support worksheet (condensed page) showing the guideline calculation and a child support worksheet (condensed page) showing the deviated amount must be attached to every entry or decree which orders child support.
- (C) Dependent Health Care Insurance
- (1) General: The dependent health care insurance obligations of the parties in domestic relations actions involving children will be determined by this court in accord with the provisions of O.R.C. 3119.30 et seq. Both parties will be ordered to maintain health insurance on their minor children through their employer when it is available at a reasonable rate unless a specific finding is made otherwise. The fact that a parties present insurance is found to be unreasonable does not eliminate their obligation to carry reasonable insurance at a later time.
  - (2) Whenever one or both parties is ordered to obtain or maintain health care insurance coverage for their dependent children, said party or parties will also be required to show proof of the said insurance to the Guernsey County Child Support Enforcement Agency within 30 days of the entry. Further, said party or parties will be required to direct the insurer to make reimbursements for claims made under such policy or policies to the legal custodian or primary residential parent. Further, that the parent who provides the insurance for the children must supply the other parent with the necessary medical card and claim forms enabling both parents to take advantage of the insurance coverage for the minor child(ren).
  - (3) Health Care Orders and Notices: Any party who is ordered to provide health insurance coverage for that party’s dependent children through a group health care plan offered through the party’s employer, that employer must be notified of the requirement on the withholding order issued to the employer for the child support withholding in the case. Health care benefits will be coordinated under

the provisions of O.R.C.3902.13. The necessary notices which may be required are found in **Ex. E4 & E5**.

- (4) Enforcement: If a party fails to obtain the required health insurance as ordered or when the court is notified by the Child Support Enforcement Agency that a party has failed to show proof of insurance, this court will issue an order directly to the appropriate employer(s) (**Ex. G**), or initiate other enforcement proceedings as appropriate.

#### **19.07 Educational Program for Divorcing Parents: Family Matters – Divorce Education Sessions**

Within 45 days after filing of the petitioner or service of process, all parties in dissolutions, divorce or legal separation actions involving minor children, shall attend an educational seminar for separating parents which has been approved by the Court. No action shall proceed to a final hearing until the parties have complied with this Rule; however, non-compliance by a party to an action for divorce or legal separation who fails to file a responsive pleading shall not delay the final hearing. The mandatory attendance at the educational seminar may be waived by the court only upon written motion for good cause shown.

Each parent shall be responsible for registering prior to the seminar to be attended. A fee may be charged for the seminar by the agency administering the class.

#### **19.08 Final Journal Entry or Decree**

- (A) Counsel for the prevailing party shall prepare the entry as directed by the Court or Magistrate and shall provide the same to opposing counsel for their approval before providing the same to the court. Counsel is to provide enough copies for all counsel, all parties, and if minor children are involved, a copy for the Child Support Enforcement Agency, plus the original to be filed with the clerk of courts.
- (B) If the final hearing was before the Magistrate, the entry/decree is to be set forth as a Magistrate's Decision with findings of facts and conclusions of law. The following must be included:
- 1. NOTICE TO THE PARTIES:** A PARTY MAY FILE WRITTEN OBJECTIONS TO A MAGISTRATE'S DECISION WITHIN FOURTEEN DAYS OF THE FILING OF THE DECISION, REGARDLESS OF WHETHER THE COURT HAS ADOPTED THE DECISION PURSUANT TO CIV. R. 53(E)(4)(C). A PARTY SHALL NOT ASSIGN AS ERROR ON APPEAL THE COURT'S ADOPTION OF ANY FINDING OF FACT OR CONCLUSION OF LAW IN THAT DECISION UNLESS THE PARTY TIMELY AND

SPECIFICALLY OBJECTS TO THAT FINDING OR CONCLUSION AS REQUIRED BY CIV. R. 53(E)(3).

2. A copy of the above Magistrate's Decision was mailed to (Names of parties and their counsel) on \_\_\_\_\_.
  3. A signature line for the Magistrate.
  4. A separate Judgment Entry approving the Magistrate's Decision is to be provided for the Judge's signature, as set forth in **Ex. J**.
- (C) Allocation of Parental Rights and Responsibilities: The Court will not approve a journal entry relative to the allocation of parental rights and responsibilities or obligations of support, that fails to specify that the court inquired of the parties and found it to be in the best interest of the minor child(ren) that said allocation be made and that the residential parent so named is a proper person to be given these rights and responsibilities.
- (D) Duty to Support: The entry must include a finding that both parents are obligated to support their minor children. Obligee/(residential parent)'s support is provided as in-kind support. Pursuant to the statutory guidelines, Obligor/(non-residential parent) shall pay the sum of \$\_\_\_\_\_ per month, plus 2% processing charge, for a total amount of \$\_\_\_\_\_, for the current support of the parties' minor children effective \_\_\_\_\_ (date of the final hearing). All payments of support shall be made to the Ohio Child Support Payment Central, P.O. Box 182372, Columbus, Ohio 43218. A separate wage withholding shall issue. All arrears are to be carried forward.  
(For deviations refer to 19.06(B) (3) above.)
- (E) Parenting Time: The parenting time for the nonresidential parent shall be set forth specifically, unless it is pursuant to the Court's Standard Order of Parenting Time, which shall be incorporated by reference and attached thereto and **not** fully rewritten therein. (See Rule 19.04(B) and **Ex. H**)
- (F) Health Care Insurance and Uninsured Medical Expenses: (Husband/Wife/Both) is/are **ORDERED** to maintain health insurance on the minor child through his/her/their employer/s and to provide the necessary documentation to (Husband/Wife/other). The residential parent is **ORDERED** to pay the first \$100 of uninsured medical cost for each year. Any additional uninsured or extra-ordinary medical cost are to be divided pursuant to the percentage on line 16 of the child support worksheet/equally between the parties.  
(Note: Both parties will be ordered to provide insurance when it is available to them through an employer at a reasonable rate. If the child can be covered under the insurance of a spouse of one of the parties at a more reasonable rate, the same shall satisfy this obligation.)

- (G) Tax Dependency Exemption: Husband/Wife (the residential parent) is **AWARDED** the child tax dependency exemption beginning with tax year \_\_\_\_ (or) Husband/Wife (nonresidential parent) is **AWARDED** the child tax dependency exemption beginning with tax year \_\_\_\_ for those years he/she is substantially current in his/her child support obligation.
- (H) Statutory Notices: Pursuant to O.R.C. ' 3109.051(H)(I) and (J), attached hereto as Ex. \_\_\_\_ and incorporated herein, notice is hereby given that any third-party who knowingly fails to comply with the above order or the attached statute is in contempt of court. (See **Ex. I**)

**19.09 GUARDIAN AD LITEM**  
(Effective August 1, 2014)

- (A) Pursuant to statute and the Rules of Superintendence of the Courts of Ohio, the Court may appoint a guardian ad litem upon its own motion or upon the motion of either party in any case involving the allocation of parental rights and responsibilities, custody, parenting time, visitation and/or companionship.
- (B) The guardian ad litem shall be appointed from a list of individuals who have requested to be appointed and who meet the requirements of the Rules of Superintendence of the Courts of Ohio. The list will be maintained by the Domestic Relations Assignment Commissioner.
- (C) Once a guardian ad litem is appointed, they will remain on the case until the final appealable order is filed or they are otherwise removed by the Court.
- (D) The appointment and duties of the guardian ad litem are pursuant to the Supreme Court Sup. R. 48, incorporated herein as if fully rewritten.

**Form 19-A**

IN THE COURT OF COMMON PLEAS OF GUERNSEY COUNTY, OHIO

\_\_\_\_\_

vs

\_\_\_\_\_

Case no. \_\_\_\_\_

**FINANCIAL AFFIDAVIT ORIGINAL ACTIONS (DR1)**

\_\_\_\_\_ (Affiant being duly sworn says):

**PART A - CASE INFORMATION**

<b>Full Name</b>	<b>PLAINTIFF / PET</b>	<b>DEFENDANT/PET</b>
<b>DATE OF BIRTH</b>		
Address		
Telephone		
DOB		
Date / Place of Marriage		
Number of Marriage		

**PART B - ANNUAL INCOME**

	<b>Plaintiff / Pet</b>	<b>Defendant / Pet</b>
<b>Employer/Income Source</b>		
<b>Employer Address</b>		
<b>Gross annual income</b>		
<b>Gross annual overtime/bonuses</b>		
<b>Gross annual unemployment benefits</b>		
<b>Gross annual worker's compensation</b>		
<b>Gross annual interest of dividends</b>		
<b>Other</b>		
<b>TOTAL GROSS ANNUAL INCOME</b>		
<b>Income tax actually paid out</b>		
<b>F.I.C.A.</b>		
<b>Mandatory retirement plan</b>		
<b>Union dues</b>		
<b>TOTAL ANNUAL DEDUCTIONS</b>		
<b>TOTAL NET ANNUAL INCOME</b>		

**PART C - DEPENDENT INFORMATION**

List each minor child of this marriage with DOB of each child.

DO NOT INCLUDE CHILDREN NOT OF THIS ACTION OR STEP CHILDREN.

Child's name	Date of Birth	SSN	Where Child Resides

**PART D - ACTUAL EXPENSES PER MONTH**

	Plaintiff / Pet	Defendant / Pet
1. Housing		
2. Utilities		
3. Insurance		
a. Auto		
b. Life		
c. Health		
4. Uninsured medical/dental		
5. Clothing		
6. Groceries/household sup		
7. Transportation		
8. Work-related child care		
9. Child support paid out		
10. Ex-spouse support paid		
11. Loans/Creditors		
<b>TOTAL MONTHLY EXPENSES</b>		

## PART E - ASSETS

List all assets owned by each party-marital or separate property

<b>Description</b>	<b>Owned by</b>	<b>Value</b>
Cash and Funds on Deposit (do not use account numbers)		
Real property Address:		
Tangible Personal Property (Include all titled vehicles; household goods and furnishings)		
Pensions, profit-sharing plans, I.R.A.s		
Stocks, bonds and other securities		
Other:		





**PART G - GROUP HEALTH INSURANCE FOR MINOR CHILDREN**

If minor children are involved in this action, answer the following questions about availability, cost and coverage for the minor children.

If no minor children do not complete Part G.

<b>Insurance:</b>	<b>Plaintiff/Petitioner</b>	<b>Defendant/Petitioner</b>
Available through employer	yes or no	yes or no
Available non employer	yes or no	yes or no
<b>Name/address Insurance Co</b>		
Group Policy Number		
Cost to you per year		
<b>Summarize benefits</b>		
Deductibles		
Co-payment		
HMO		
Comprehensive		
Major medical		
Dental		
Optical		
Other		

\_\_\_\_\_  
Plaintiff/Petitioner

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Defendant/Petitioner

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

**Form 19-B: (Information for Parenting Proceeding Affidavit)  
(O.R.C. §3127.23(A))**

**COURT OF COMMON PLEAS  
COUNTY, OHIO**

Case No. \_\_\_\_\_  
Judge \_\_\_\_\_  
Magistrate \_\_\_\_\_

**DEFENDANT'S AFFIDAVIT**

**WARNING:** This form is not to be used as evidence in any court proceeding. It is only to be used to inform the court of the facts of the case. It is not to be used as evidence in any court proceeding. It is only to be used to inform the court of the facts of the case.

**PARENTING PROCEEDING AFFIDAVIT (R.C. 3127.23A)**  
Affidavit of \_\_\_\_\_  
(Print Your Name)

Check and complete ALL THAT APPLY.

1.  I request that the court not disclose my current address or that of the children. My address is confidential pursuant to R.C. 3127.23(C) and should be placed under seal to protect the health, safety, or liberty of myself and/or the children.

2.  Minor(s) are subject to this case as follows:

Insert the information requested below for all minor or dependent children of this marriage. You must list the residence for all places where the children have lived for the last 1200 days.

Child's Name		Place of Birth	
Date of Birth	Sex	State	Country
Period of Residence	Check if Confirmed	Parent(s) (Type, Last, and First Name)	Residence
No. _____	<input type="checkbox"/> Confirmed	_____	_____
No. _____	<input type="checkbox"/> Address Confirmed	_____	_____
No. _____	<input type="checkbox"/> Address Confirmed	_____	_____
No. _____	<input type="checkbox"/> Address Confirmed	_____	_____

Approved Court of Ohio  
Uniform Domestic Relations Form - Affidavit 3  
Parenting Proceeding Affidavit  
Revised under Ohio Code Title 31  
Effective Date: 06/11/2010

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Check the box if the information requested below would be the same as in subsection (b) and sign in the next question.

Period of Residence	Check if Confirmed	Parent(s) (Type, Last, and First Name)	Residence
No. _____	<input type="checkbox"/> Confirmed	_____	_____
No. _____	<input type="checkbox"/> Address Confirmed	_____	_____
No. _____	<input type="checkbox"/> Address Confirmed	_____	_____
No. _____	<input type="checkbox"/> Address Confirmed	_____	_____

3. **Child's Name** \_\_\_\_\_ **Place of Birth** \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Sex:  Male  Female

Check the box if the information requested below would be the same as in subsection (b) and sign in the next question.

Period of Residence	Check if Confirmed	Parent(s) (Type, Last, and First Name)	Residence
No. _____	<input type="checkbox"/> Confirmed	_____	_____
No. _____	<input type="checkbox"/> Address Confirmed	_____	_____
No. _____	<input type="checkbox"/> Address Confirmed	_____	_____
No. _____	<input type="checkbox"/> Address Confirmed	_____	_____

IF MORE SPACE IS NEEDED FOR ADDITIONAL CHILDREN, ATTACH A SEPARATE PAGE AND CHECK THIS BOX

4. **Participation in custody cases:** (Check only one box.)  
 I HAVE NOT participated in a party, affidavit, or in any capacity in any other case, in fact or any other state, concerning the custody of, or visitation pertaining to, any child subject to this case.  
 I HAVE participated in a party, affidavit, or in any capacity in any other case, in fact or any other state, concerning the custody of, or visitation pertaining to, any child subject to this case. The court used to affect any participation, give the following information:

Approved Court of Ohio  
Uniform Domestic Relations Form - Affidavit 3  
Parenting Proceeding Affidavit  
Revised under Ohio Code Title 31  
Effective Date: 06/11/2010

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5. Name of each child: \_\_\_\_\_  
6. Type of case: \_\_\_\_\_  
7. Court and state: \_\_\_\_\_  
8. Date and court order or judgment (if any): \_\_\_\_\_

IF MORE SPACE IS NEEDED FOR ADDITIONAL CHILDREN, ATTACH A SEPARATE PAGE AND CHECK THIS BOX

9. **Information about other court cases that could affect this case:** (Check only one box.)  
 I HAVE NO INFORMATION about any other court cases that could affect the current case, including any custody, visitation, or dependency matters, dependency, neglect, or abuse allegations or actions concerning any child subject to this case.  
 I HAVE THE FOLLOWING INFORMATION concerning other court cases that could affect the current case, including any custody, visitation, or dependency matters, dependency, neglect, or abuse allegations or actions concerning a child subject to this case. Do not repeat unless already stated in Paragraph 3. Explain:

Name of each child	Type of case	Court and state	Date and court order or judgment (if any)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF MORE SPACE IS NEEDED FOR ADDITIONAL CASES, ATTACH A SEPARATE PAGE AND CHECK THIS BOX

10. **Information about witness cases:**  
List all of the witness cases, including jury trials, for you and the members of your household for the following witness: any witness, including any child included in a case being admitted or rejected, and including witness affidavits that are a violation of R.C. 3129.22, any witness, arrested offenses as defined in R.C. 3129.21, and any offense involving a victim after you, a family, or household member of the victim of the offense and related physical harm to the victim during the commission of the offense.

Name	Case Number	Court/Jurisdiction	Consent of Other Parties
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF MORE SPACE IS NEEDED FOR ADDITIONAL CASES, ATTACH A SEPARATE PAGE AND CHECK THIS BOX

Approved Court of Ohio  
Uniform Domestic Relations Form - Affidavit 3  
Parenting Proceeding Affidavit  
Revised under Ohio Code Title 31  
Effective Date: 06/11/2010

Page 3

11. **Persons not a party to this case who have physical custody or status to have custody or visitation rights to children subject to this case:** (Check only one box.)  
 I DO NOT KNOW OF any persons who are a party to this case who have physical custody or status to have custody or visitation rights who request to any child subject to this case.  
 I KNOW THAT THE FOLLOWING PERSONS are a party to this case because physical custody or status to have custody or visitation rights was granted to any child subject to this case.

Name/Address of Person	Has physical custody	Has custody rights	Has visitation rights
1. _____ Name of each child: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____ Name/Address of Person Has physical custody Name of each child: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____ Name/Address of Person Has physical custody Name of each child: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date: \_\_\_\_\_  
(Do Not Sign and Retain a Parent)

1. **Print Name:** \_\_\_\_\_  
I, \_\_\_\_\_, state or affirm that I have read the document and, to the best of my knowledge and belief, its facts and contents are true, accurate and complete. I understand that I do not need to be sworn. I may be subject to penalties for perjury.

\_\_\_\_\_  
True Signature

Sign before me and signed for my presence on: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_  
[Notary Seal]

Approved Court of Ohio  
Uniform Domestic Relations Form - Affidavit 3  
Parenting Proceeding Affidavit  
Revised under Ohio Code Title 31  
Effective Date: 06/11/2010

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**EXHIBIT C-1  
IN THE COURT OF COMMON PLEAS  
GUERNSEY COUNTY, OHIO**

CASE NO.: \_\_\_\_\_

\_\_\_\_\_  
PLAINTIFF  
VS.

\_\_\_\_\_  
DEFENDANT

NOTICE OF FILING

Pursuant to Local Rule 19.04(A)(2)(b), Plaintiff / Defendant has provided an application and release for IV-D services for the Clerk to provide to Guernsey County Child Support Enforcement. The same is not to be made part of the court file.

s/ \_\_\_\_\_

Printed Name: \_\_\_\_\_

Counsel for: \_\_\_\_\_

Sup. Ct. Reg #: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**EXHIBIT C-2**

**APPLICATION FOR TITLE IV-D SERVICES  
(O.R.C. 2301.35)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

\_\_\_\_\_

I request support enforcement services from the Guernsey County Child Support Enforcement Agency, under Title IV-D of the Social Security Act, for support orders issued by the Common Pleas Court of Guernsey County, Ohio.

I hereby authorize my attorney to release any information necessary for these services to the Child Support Enforcement Agency and authorize that Agency to release information to my attorney, \_\_\_\_\_, Ohio Attorney Registration Number \_\_\_\_\_.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

**EXHIBIT D**

IN THE COURT OF COMMON PLEAS

GUERNSEY COUNTY, OHIO

**NOTICE**

\_\_\_\_\_  
Plaintiff/Petitioner

Vs.

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Defendant/Petitioner

TO: \_\_\_\_\_

You are hereby notified that in accord with Guernsey County Local Court Rule 19.07, you are required to attend an educational seminar for separating parents.

A copy of the pertinent provisions of this Rule is below, along with brochures from the available, approved programs.

**19.07 Educational Program for Divorcing Parents: Family Matters – Divorce Education Sessions**

Within 45 days after filing of the petitioner or service of process, all parties in dissolutions, divorce or legal separation actions involving minor children, shall attend an educational seminar for separating parents which has been approved by the Court. No action shall proceed to a final hearing until the parties have complied with this Rule; however, non-compliance by a party to an action for divorce or legal separation who fails to file a responsive pleading shall not delay the final hearing. The mandatory attendance at the educational seminar may be waived by the court only upon written motion for good cause shown.

Each parent shall be responsible for registering prior to the seminar to be attended. A fee may be charged for the seminar by the agency administering the class.

Teresa A. Dankovic, Clerk of Courts

*Teresa A. Dankovic*



*(Sample Notice to be provided to Clerk for service on Defendant)*

**EXHIBIT E-1**

IN THE COURT OF COMMON PLEAS OF GUERNSEY COUNTY, OHIO

GENERAL DIVISION

\_\_\_\_\_

CASE NO. \_\_\_\_\_

PLAINTIFF/PETITIONER

SETS NO. \_\_\_\_\_

DOB: \_\_\_\_\_

WITHHOLDING ORGANIZATION:

VS/AND

\_\_\_\_\_

DEFENDANT/PETITIONER

**READ THIS ORDER**

DOB: \_\_\_\_\_  
obligations

You may have important continuing

**INCOME WITHHOLDING ORDER**

The Court, upon evidence, finds that \_\_\_\_\_ is the employer / income source of \_\_\_\_\_, the Obligor, and that the Obligor has been **ORDERED** by this Court to pay support.

**THE COURT, THEREFORE ORDERS, ADJUDGES AND DECREES** that \_\_\_\_\_ is joined as a party defendant in this action and **SHALL DO ALL OF THE FOLLOWING:**

1. Withholding from the income of the Obligor the total sum of \$\_\_\_\_\_ per\_\_\_\_\_; but if this amount exceeds the maximum amount allowed to be withheld under Federal Law, withhold only the maximum amount allowed.
2. Begin withholding as Ordered **NO LATER THAN ONE WEEK FROM RECEIPT OF THIS ORDER**; however, the employer/income source does not have to alter its pay cycle.
3. Forward the count withheld **IMMEDIATELY** to the Ohio Child Support Payment Central, P.O. Box 182394, Columbus, OH 43218-2394, including with each amount forwarded, the Obligor's name, Social Security Number, Sets Case Number, Order Number and the amount forwarded for this Obligor.
4. Continue the withholding until further order of this Court.

5. Give this Withholding Order priority over any other legal process issued against the same income, as required by law.
6. If you receive two or more of these Orders for Obligor, prorate the amounts due under the Orders, and notify the Court immediately of the other Order and the proration.
7. Notify the Court, **IN WRITING**, within ten (10) days upon the occurrence of any situation where the Obligor is not receiving enough income to cover this Order. This Notice **MUST** state the reason for the lack of income, including but not limited to termination of employment, leave of absence, and layoff.
8. Notify the Court of any benefits or other income the Obligor is receiving or is eligible to receive as a result of the occurrence of any of the above situations. Such benefits or other income include, but are not limited to, new employment, unemployment compensation, worker's compensation, severance pay, sick leave, lump-sum payments or retirement benefits or contributions, and bonuses or profit sharing payments or distributions. This notice **MUST** state the name and address of the new source of income, the amount of the income, the Obligor's Social Security Number and Date of Birth, and the Obligor's last known address and telephone number.
9. Notify the Court **IMMEDIATELY** of any lump sum payments of Five Hundred Dollars (\$500) or more to be paid to the Obligor, **HOLD THE LUMP SUM FOR THIRTY (30) DAYS BEFORE PAYMENT**, and upon Order of the Court pay the sum to the Agency specified in this Order.
10. Withholding the amount set forth hereinabove; however, the amounts specified herein shall not exceed the maximum amount permitted to be withheld from earnings under Sec. 303(b) of the "Consumer Credit Protection Act", 15 USC 1673(b), which is sixty percent (60%) of disposable earnings for a person not supporting another family and fifty percent (50%) for a person supporting another spouse or child, plus an additional five percent (5%) on each limit if there are arrearages over twelve (12) weeks old. If the Order exceeds these limits, the employer shall notify the Guernsey County Child Support Enforcement Agency, P. O. Box 253, Cambridge Oh 43725, **IN WRITING**, and withhold only the prescribed limit. (Disposal earnings means compensation paid for services minus amounts withheld for taxes and Social Security.)

**ALL NOTICES ARE TO BE SENT TO: GUERNSEY COUNTY CHILD SUPPORT ENFORCEMENT AGENCY, P. O. BOX 253, CAMBRIDGE, OH 43725. ANY PRIOR WITHHOLDING ORDER SENT TO THE EMPLOYER/INCOME SOURCE FOR THIS CASE NUMBER IS NULL AND VOID.**

## NOTICE OF EMPLOYER/INCOME SOURCE

1. As a withholder of income you may charge a fee not to exceed \$2.00 or 1% of the amount withheld, whichever is greater.
2. You may combine all payments in one check to the Ohio Child Support Payment Central if you have more than one order of withholding that is paid through that Agency; however, you **MUST** provide with your check a written list of names, social security numbers; SETS numbers and case numbers, and the amount withheld for Obligor.
3. The law provides penalties for any employer who discharges, refuses to hire or disciplines an employee of this Withholding Order.
4. The law also provides penalties for failure to comply with any of the obligations imposed by this Order.
5. **YOU ARE LIABLE FOR ALL SUMS YOU FAIL TO WITHHOLD UNDER THIS ORDER.**
6. If you have any questions concerning application of this Order, the Court advises that you seek proper legal assistance of your own choice.

\_\_\_\_\_ Yes \_\_\_\_\_ No The Court has also **ORDERED** the Obligor herein to enroll his/her dependent child(ren) in the group health care plan available by way of employment within thirty (30) days of the date of this Order.

---

JUDGE OF THE COMMON PLEAS COURT

GUERNSEY COUNTY, OHIO



**EXHIBIT E-2**

**IN THE COURT OF COMMON PLEAS  
GUERNSEY COUNTY, OHIO**

\_\_\_\_\_  
Plaintiff/Petitioner

CASE NO. \_\_\_\_\_

SSN: xxx-xx-\_\_\_\_ DOB: \_\_\_\_\_

and/vs

SETS NO. \_\_\_\_\_

\_\_\_\_\_  
Defendant/Petitioner

SSN: xxx-xx-\_\_\_\_ DOB: \_\_\_\_\_

SEEK WORK ORDER

This case came before the Court for hearing. Based upon the testimony and evidence before the Court, \_\_\_\_\_, as Obligor, is hereby **ORDERED:**

1. To seek employment, for all periods of **unemployment**, if you are able to engage in employment.
2. To show proof of your employment contacts by providing completed Seek Work Forms to the CHILD SUPPORT ENFORCEMENT AGENCY on the FIRST day of each and every month you are unemployed. Seek Work Forms can be obtained from the CHILD SUPPORT ENFORCEMENT AGENCY. You must make three (3) employment contacts per week.
3. To immediately notify the Child Support Enforcement Agency, **in writing**, upon obtaining employment or any other income source;
4. To immediately notify the Child Support Enforcement Agency, **in writing**, upon obtaining ownership of any asset with a value of Five Hundred Dollars (\$500.00) or more.

You can notify the Child Support Enforcement Agency in person or by mail at:  
GUERNSEY COUNTY CHILD SUPPORT ENFORCEMENT AGENCY  
324 Highland Avenue  
Cambridge, Ohio 43725

**IT IS SO ORDERED.**

\_\_\_\_\_  
JUDGE

cc. \_\_\_\_\_

**EXHIBIT E-3**

IN THE COURT OF COMMON PLEAS

GUERNSEY COUNTY, OHIO

DOMESTIC DIVISION

**INCOME WITHHOLDING TERMINATION**

\_\_\_\_\_  
Plaintiff/Petitioner

SSN: xxx-xx-\_\_\_\_ DOB: \_\_\_\_\_

and/vs

\_\_\_\_\_  
Defendant/Petitioner

SSN: xxx-xx-\_\_\_\_ DOB: \_\_\_\_\_

Employer/Income Source: \_\_\_\_\_

Address: \_\_\_\_\_

CASE NO. \_\_\_\_\_

SETS NO. \_\_\_\_\_

This Court has determined that further withholding in the above-cited case is no longer necessary.

Therefore, this Court **ORDERS, ADJUDGES AND DECREES** that the withholding from the Obligor's income is hereby terminated effective \_\_\_\_\_.

\_\_\_\_\_  
Judge of the Common Pleas Court  
Guernsey County, Ohio

**EXHIBIT E-4**

IN THE COURT OF COMMON PLEAS, GUERNSEY COUNTY, OHIO

**NOTIFICATION ORDERS TO OBLIGOR AND OBLIGEE**

\_\_\_\_\_  
Plaintiff/Petitioner

CASE NO. \_\_\_\_\_

and/vs

\_\_\_\_\_  
Defendant/Petitioner

**READ THIS ORDER. You have  
important continuing obligations.**

TO: \_\_\_\_\_  
(OBLIGOR)

The Court finds:

\_\_\_\_\_ That you have been Ordered to pay support in this case. **TAKE NOTICE THAT A WITHHOLDING ORDER** has been issued to your employer/income stream for payment under this support order. A copy of this Order is attached.

\_\_\_\_\_ That you have been **Ordered** to enroll your dependent child(ren) in the group health care plan available through your employment. Your employer has received notice of such Order. A copy of this notice is attached. You are **Ordered** to show proof of your enrollment in writing to the Guernsey County Child Support Enforcement Agency (hereinafter "Agency") within 30 days of the date of this Order. Further, you are **Ordered** to provide the necessary medical card and claim forms to the residential parent and legal custodial or primary residential parent of the child(ren). Further, you are **Ordered** to direct the insurer to pay all reimbursement of claims to the said residential parent. Coordination of multiple plan coverage is by O.R.C. Section 3902.13.

\_\_\_\_\_ That you have been **Ordered** in your Decree to enroll your dependent child(ren) in a group health care plan available to you within your locality. You are Ordered to show proof of your enrollment in writing to the Agency within 30 days of the date of the Decree. You are to provide medical card and claim forms to the residential parent and legal custodian or the primary residential parent if you are the non-residential parent or the other residential parent. Further, you are to instruct your insurer that all claims reimbursements are to be made to the residential parent and legal custodian or to the primary residential parent. Coordination of multiple plan coverage is by O.R.C. Section 3902.13 if the Decree requires both parents to obtain separate health care insurance coverage.

\_\_\_\_\_ You have been **Ordered** in your Decree to enroll your dependent child(ren) in a group health care plan available to you within your locality. Both parents are **Ordered** to share the expense of the insurance premium. You are **Ordered** to follow the instructions provided in your Decree. The residential parent and legal custodian or the primary residential parent is **Ordered** to show proof of the enrollment within thirty (30) days of the date of the Decree to the Agency

and is to be the holder of the medical card claim forms and is to be the recipient of all reimbursements resulting from any claims filed.

YOU ARE HEREBY **ORDERED** to notify this Court, **in writing**, immediately upon the occurrence of any of the following:

1. The commencement, termination or any other change of employment, including self-employment. This notice must include a description of any new employment and the name and business address of any new employer.
2. The receipt of or eligibility to receive any type of income, including but not limited to Worker's Compensation benefits, sick leave benefits, disability benefits, pension benefits, annuity benefits, insurance proceeds, lottery prizes, government (federal, state or local) benefits, trust fund income, endowment fund income, vacation pay, commissions, draws, bonuses and profit-sharing payments or distributions. This notice must include a description of the income, the amount, the schedule of distribution (e.g., weekly, bi-weekly, twice per month, monthly, etc.), any account or claim number assigned to you, and the name and address of the source of income.
3. The receipt of, or eligibility to receive any type of lump-sum payments or distributions. This notice must include a description of the lump-sum payment or distribution, or any claim or account number assigned to you, the amount of the payment, the date the payment or distribution can or will be made, the name and address of the source of the lump-sum.
4. The opening, closing or other change in any account in a financial institution. This notice must include a description of the account, or other identification number, and the name and address of the financial institution.

Upon the commencement of new employment, you may request that the Court cancel any existing support enforcement order(s) and issue a personal earnings withholding order to your new employer.

FURTHER, upon commencement of new employment, the Court may cancel any existing support enforcement order and will do all of the following:

- a. Issue a personal earnings Withholding Order to your new employer.
- b. Collect on any bond posted by you, if the Court determines that payments due under the support order are in arrears in an amount at least equal to the amount of support due for one month.

You must always advise the Agency, **in writing**, of your telephone number, residence address, mailing address, and of any changes in this information.

**A WILLFUL FAILURE TO SUPPLY A CORRECT ADDRESS, TO PROVIDE THE COURT WITH ALL CHANGES IN EITHER ADDRESS OR TO PROVIDE ANY OF THE NOTICES REQUIRED IN THIS ORDER IS CONTEMPT OF COURT AND SHALL BE PUNISHED AS PROVIDED BY LAW. ANY NOTICE TO BE SENT TO THE COURT UNDER THIS ORDER MUST BE ADDRESSED TO THE GUERNSEY COUNTY CHILD SUPPORT ENFORCEMENT AGENCY, P. O. BOX 253, CAMBRIDGE, OHIO 43725.**

\*\*\*\*\*

TO: \_\_\_\_\_  
(OBLIGEE)

The Court finds:

\_\_\_\_\_ That you are the residential parent and legal custodian or the primary residential parent of the child(ren) in this case and you have been **Ordered** to enroll your children in the group health care plan available through your employment. Your employer has received notice of such Order. A copy of this notice is attached. You are **Ordered** to show proof of your enrollment in writing to the Guernsey County Child Support Enforcement Agency (hereinafter "Agency") within thirty (30) days of the date of the Order. Coordination of multiple plan coverage is by O.R.C. Section 3902.13.

\_\_\_\_\_ That you have been **Ordered** in your Decree to enroll you dependent child(ren) in a group health care plan available to you within your locality. You are **Ordered** to show proof of your enrollment in writing to the Agency within thirty (30) days of the date of the Decree.

\_\_\_\_\_ You have been **Ordered** in your Decree to enroll your dependent child(ren) in a group health care plan available to you within your locality. Both parents are **Ordered** to share the expense of the insurance premiums. You are **Ordered** to follow the instructions provided in your Decree. The residential parent and legal custodian or the primary residential parent is **Ordered** to show proof of the enrollment within thirty (30) days of the date of the Decree to the Agency and is to be the holder of the medical card, claim forms and is to be the recipient of all reimbursements resulting from any claims filed.

A WAGE WITHHOLDING ORDER HAS BEEN ISSUED FOR THE PAYMENT OF SUPPORT TO YOU. A copy of the Withholding Order is attached. Under Ohio Law, O.R.C. Section 2301.35 (J), all Obligees of support orders are considered to be applicants for the services provided under Title IV-D of the "Social Security Act", 88 Stat. 2351 (1975), 42 U.S.C. 651, as amended. Under the Code of Federal Regulations implementing the Title Iv-D program, there must be a formal application on file. The precise format of the application is prescribed by the Federal Office of Child Support Enforcement on its published policy memoranda.

You are hereby **Ordered** to always advise the Agency, **in writing**, of your current mailing address, your current residence address, and of any changes in either address, immediately after such change occurs until further order of this Court.

You, as the residential parent, the legal custodian or primary residential parent, are also **Ordered** to immediately notify the Court of any reason for which the support order should be terminated, including, but not limited to death, marriage, emancipation, incarceration, enlistment in the armed services, deportation, or change of legal or physical custody of the child.

A WILLFUL FAILURE TO PROVIDE ANY OF THIS INFORMATION AS REQUIRED BY THIS ORDER IS CONTEMPT OF COURT.

Any notice required by this Entry is hereby **Ordered** to be sent to the following address:

GUERNSEY COUNTY CHILD SUPPORT ENFORCEMENT AGENCY

P. O. BOX 253

CAMBRIDGE, OHIO 43725

Keep this copy for future reference. When responding, please include the name of the person obligated to pay support and the case number indicated above.

---

Judge of the Common Pleas Court  
Guernsey County, Ohio

**EXHIBIT E-5**

IN THE COURT OF COMMON PLEAS OF GUERNSEY COUNTY, OHIO

\_\_\_\_\_ DIVISION

**NOTICE OF AN ORDER TO  
ENROLL DEPENDENT'S IN  
HEALTH PLAN**

\_\_\_\_\_  
Plaintiff/Petitioner

CASE NO. \_\_\_\_\_

and/vs

\_\_\_\_\_  
Defendant/Petitioner

**READ THIS ORDER. You have  
important continuing obligations.**

The Court, upon the evidence, finds that \_\_\_\_\_ is an Employer /  
Income Source of (Obligee) \_\_\_\_\_, and that Obligee  
has been ordered by this Court to enroll his/her dependents in said Employer's Group Health Plan  
and to notify the Guernsey County Child Support Enforcement Agency in writing of such  
enrollment within 30 days of the date of this Notice.

\_\_\_\_\_  
JUDGE DANIEL G. PADDEN

**EXHIBIT G**

IN THE COURT OF COMMON PLEAS OF GUERNSEY COUNTY, OHIO

DOMESTIC RELATIONS DIVISION

**ORDER ON EMPLOYER**

(ENROLL AND DEDUCT)

O.R.C. 3113.217 (F)

\_\_\_\_\_  
Plaintiff/Petitioner

CASE NO. \_\_\_\_\_

SSN: xxx-xx-\_\_\_\_ DOB: \_\_\_\_\_

and/vs

\_\_\_\_\_  
Defendant/Petitioner

SSN: xxx-xx-\_\_\_\_ DOB: \_\_\_\_\_

The Court finds, upon written notification from the Guernsey County Child Support Enforcement Agency provided pursuant to O.R.C. 3113.217(F), that the OBLIGOR/OBLIGEE \_\_\_\_\_ has not complied with the health insurance order issued on \_\_\_\_\_ .

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the EMPLOYER \_\_\_\_\_ located at \_\_\_\_\_ take any action necessary to enroll the OBLIGOR/OBLIGEE in any group health insurance plan that is available to the OBLIGOR/OBLIGEE, to provide coverage for the children who are the subject of the child support order and to deduct from the wages or other income of the OBLIGOR/OBLIGEE the cost of the coverage for the children.

**IT IS SO ORDERED.**

\_\_\_\_\_  
JUDGE DANIEL G. PADDEN



EXHIBIT H

GUERNSEY COUNTY PARENTING SCHEDULE FOR CHILDREN BORN DURING MARRIAGE

Effective July 1, 2010

Pursuant to Ohio Revised Code §3109.04, the Court must consider the best interest of the child when establishing a parenting order. The Court further finds that as it is generally in the best interest of the child(ren) to enjoy a continued meaningful relationship and companionship with both parents on a consistent and frequent basis, the presumption is that parents should share the time equally. Therefore the Court adopts the following parenting schedule which results in no less than 40% parenting time for the nonresidential parent. **It is the affirmative duty of the Parent exercising physical custody of the child to make certain that the child goes for all parenting time periods with the other parent.**

**Therefore, IT IS ORDERED** that the following parenting schedule is the order of the court in domestic relations cases involving minor children, unless otherwise agreed to by the parties or good cause is shown for a variance from this order.

/signed/  
 \_\_\_\_\_  
 JUDGE DANIEL G. PADDEN

/signed/  
 \_\_\_\_\_  
 JUDGE DAVID B. BENNETT

**WEEKLY PARENTING TIME:** (Note: RP=residential parent; NRP=nonresidential parent)  
 Except during summer break, the NRP shall have the following parenting time over a two week period:  
 (Note: Children should be fed before being returned.)

- a. alternating weekends from Friday @ 6 pm to Monday @ 6 pm;
- b. Followed by Thursday @ 6 pm to Friday @ 6 pm
- c. Followed by Monday @ 6 pm to Tuesday @ 6 pm.

**HOLIDAYS:** The following holidays take priority over weekly parenting time.

Holiday:	Time:	Odd years:	Even years:
Martin Luther King Day	Sun@6 to Mon@6	Father	Mother
President's Day	Sun@6 to Mon@6	Father	Mother
Easter	Sat@6 to Sun@6	Mother	Father
Memorial Day	Sun@6 to Mon@6	Father	Mother
July 4 <sup>th</sup>	7/4@9amto7/5@6pm	Mother	Father
Labor Day	Sun@6 to Mon@6	Father	Mother
Halloween(Beggar's Night)	5:30pm-8:30pm	Mother	Father
Thanksgiving	Wed@6pm-Fri@6pm	Mother	Father
Mother's Day	From 9am to 9pm	Mother	Mother
Father's Day	From 9am to 9pm	Father	Father
Child's Birthday	From 9am to 9pm	Mother	Father
Christmas Eve	12/23@9pm to 12/24@9pm	Mother	Father
Christmas Day	12/24@9pm to 12/28@6pm	Father	Mother
New Year's Eve	12/28@6pm to 1/1@6pm	Mother	Father

**SUMMER BREAK:** The summer schedule shall begin the first Friday that the NRP has the child after school recesses in the school district where the child attends or would attend if school age. Parties will then alternate parenting time with the child(ren) from week to week exchanging on Friday @ 6 pm to Friday @ 6 pm. The week shall be uninterrupted by the other parties parenting time unless agreed to by both parties. Each parent must schedule their vacations during their parenting time unless their vacation time is mandatory then parties **shall** exchange a week to accommodate the vacation time. The alternating weeks shall continue until the end of the NRP's week prior to school starting.

**TRANSPORTATION:** Parties shall share transportation equally. The parent exercising parenting time shall pick up the children at the parent's respective residence unless otherwise agreed to by the parents or ordered by the court. If circumstances prevent a parent from personally providing transportation, another responsible adult, such as a grandparent or stepparent, may provide transportation and watch the child for a short period of time.

**DUTY TO WAIT:** Neither party shall be required to wait longer than 30 minutes for the other party to pick up the child. A parent more than 30 minutes late at the beginning of companionship shall forfeit that day unless they have previously notified the other parent at least 1 hour in advance. The lost day shall not be made up.

**CANCELLATION:** If either parent cannot exercise parenting time, 24 hour notice must be given to the other parent and any additional daycare expense will be the responsibility of the parent who failed to pick up. The lost time is forfeited.

**RIGHT OF FIRST REFUSAL:** Parenting time does not mean picking up the children and then leaving them with someone else; therefore, if circumstances require a parent to be away overnight, the other parent should first be asked to care for the child, if they cannot, then a third party may be contacted.

**CHILD'S ILLNESS:** Because parenting includes the responsibility to care for the child during periods of illness, as well as during periods of health, parenting time should not ordinarily be canceled because of the child's illness. However, 24 hour notice should be given to the other parent, if possible, so that appropriate plans can be made. If the child's illness is so severe as to require parenting time to be cancelled, the time shall be rescheduled within 14 days.

**MEDICATION:** If the child is taking medication (prescription or non-prescription) upon the advice of a physician, the RP shall send with the child sufficient medication to last the entire parenting time period; **written** instructions for the administration of the medication, and the name and telephone number of the physician or other appropriate medical care provider. Absent extraordinary circumstances, the NRP shall administer the medication to the child according to the RP's **written** instructions and shall return any unused medication to the RP at the end of the parenting time period.

**TRAVEL ITINERARY:** If traveling out of town with the children for a holiday or vacation period, the traveling parent shall provide 48 hour notice and an itinerary to the other parent. The itinerary shall include travel route, destination and a number where the party can be reached in case of emergency.

**CLOTHING, etc.:** The RP shall provide **clothing** for the child's use during the NRP's parenting time. The clothing shall be appropriate to the season and in sufficient quantity. The NRP shall return the clothing provided by the RP at the end of the parenting time. If the duration of the NRP parenting time exceeds two overnights, the NRP is expected to launder or clean the child's clothing as needed. Diapers, formula, bottles, etc., for the child's use during parenting time is the responsibility of the parent exercising parenting time. However, the RP shall provide diapers and formula for the evening that the child is picked up.

**SCHOOL WORK:** The NRP shall provide adequate time for the child to study and complete homework assignments, even if the completion of homework interferes with the parent's plans for the child. The RP is responsible for providing the NRP with information about the homework assignments.

**EXTRACURRICULAR ACTIVITIES:** Recognizing the developmental benefit of participating in age appropriate activities, the child should be permitted to participate in one extracurricular activity, school related or otherwise, per season, regardless of which parent is exercising parenting time. The parents shall consult with each other about the scheduling of extracurricular activities. The parent exercising parenting time when an extracurricular activity is scheduled shall provide the child's transportation to the activity. Each parent shall provide the other parent with a schedule of all extracurricular activities, and the name, address, and telephone number of the activity leader. The parent who is not exercising parenting time when an activity occurs is entitled to attend and participate in the activity to the same extent the other parent is entitled to attend and participate in the activity.

**COMMUNICATION BETWEEN PARENTS:** Parents shall communicate directly with each other about matters concerning the children. Parents may use email or text messaging if necessary to avoid conflict. Each parent shall provide the other parent with his or her current residence address, mailing address, telephone number and email address and immediately notify the other parent of any changes in that information.

**MODIFICATION/MEDIATION:** Parents may informally modify the parenting order by agreement of both parties. Before filing any motion before the court, parties **shall** attempt to resolve any disputes related to parenting issues by mediation.

**RELOCATION NOTICE:** If a parent intends to relocate his or her residence and the relocation increases the distance from the other parent's home by more than 30 miles, the relocating parent shall first obtain a modified parenting plan that accommodates the increased

distance and travel time and expense. If either parent intends to relocate, the parent shall immediately file a written relocation notice with the court unless otherwise ordered. (See Ex I, attached hereto.)

**RECORDS ACCESS:** Subject to Ohio Revised Code §3125.16 and §3319.321(F), the NRP is entitled to access any record related to the child under the same terms and conditions that access is provided to the RP. **NOTICE TO KEEPER OF RECORDS: Any keeper of a record who knowingly fails to comply with this order or with Ohio Revised Code §3109.051 is in Contempt of Court.**

**DAY CARE CENTER ACCESS:** The NRP shall have access, in accordance with Ohio Revised Code §5104.011, to any child day care center attended by the child under the same terms and conditions that access is provided to the RP.

**SCHOOL ACTIVITY ACCESS:** Subject to Ohio Revised Code §3319.321(F), the NRP shall have access to any student activity involving the child under the same terms and conditions that access is provided to the residential parent. **NOTICE TO SCHOOL OFFICIALS AND EMPLOYEES: Any school official or employee who knowingly fails to comply with this order or with Ohio Revised Code §3109.051(J) is in Contempt of Court.**

IN THE COURT OF COMMON PLEAS  
GUERNSEY COUNTY, OHIO

Case No. \_\_\_\_\_

\_\_\_\_\_  
Address: \_\_\_\_\_

**Plaintiff,**

Vs.

**NOTICE TO RELOCATE**

\_\_\_\_\_  
Address: \_\_\_\_\_

**Defendant.**

I am the residential parent in this case. I am relocating my residence and that of the minor children to (new address) \_\_\_\_\_.

I am requesting that this notice be placed in the file and that the Clerk of Courts send a copy to the nonresidential parent at the address listed above.

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**GUERNSEY COUNTY STANDARD LONG DISTANCE PARENTING SCHEDULE  
FOR CHILDREN BORN DURING THE MARRIAGE**

EFFECTIVE June, 2011

Parenting time shall take place at such times and places as the parties can agree. When parties cannot agree, the parenting time for the non-residential parent shall be as follows:

- Summer vacation:            June 15 to August 15 each year
- Thanksgiving break:        Even years from the day school lets out until Sunday @ 7 p.m.
- Christmas break:            Even years...the day vacation starts to December 26
- Odd years...December 26 to January 2
- Spring break:                Odd years from the day school lets out until the day before school begins

**Additional Parenting Time:**

- a. Weekend: The third Friday @ 7p.m. to Sunday @ 7 p.m. every month if travel time between homes is less than four hours. One week advance notice of intent to exercise this parenting time must be given to the residential parent.
- b. Father's Day Weekend to father or Mother's Day Weekend to Mother. One week advance notice of intent to exercise this parenting time must be given to the residential parent.
- c. If the non-residential parent wishes to exercise parenting time on what would be their 3-day weekend, if subject to the attached standard order, the non-residential parent shall give the residential parent a 30 day notice and the non-residential parent shall be responsible for all transportation for that weekend. The weekend shall be from Friday @ 7 p.m. to Sunday @ 7 p.m.
- d. If the non-residential parent travels to the community where the residential parent lives and wishes to have parenting time in that community, the parenting time must occur if the non-residential parent gives two (2) days notice of intent to exercise companionship and the address where the parenting time will occur, except during the residential parent's Christmas and summer vacation time or 3-day weekends that would otherwise be for the residential parent under the standard order, attached hereto. This option is limited to an additional 3 days per month.

Travel expenses shall be shared equally by the parties for the summer and Christmas parenting time, so long as the Obligor (if there is child support ordered) is substantially current in their child support for that year.

All clothing and prescription medications are to be sent with the child during parenting times. Clothing is to be returned clean.

Long distance is defined as greater than 150 miles or outside of the state of Ohio whichever is greater.

\_\_\_\_\_  
Judge Daniel G. Padden

## EXHIBIT I

**RELOCATION NOTICE:** Pursuant to Ohio Revised Code §3109.051(G), the parties are hereby notified as follows:

IF EITHER PARTY INTENDS TO MOVE TO A RESIDENCE OTHER THAN THE RESIDENCE SPECIFIED, SAID PARENT SHALL FILE A NOTICE OF INTENT TO RELOCATE WITH THIS COURT. EXCEPT AS PROVIDED FOR IN O.R.C. §3109.051(g)(2), (3), AND (4), A COPY OF SUCH NOTICE SHALL BE MAILED BY THE COURT TO THE OTHER PARENT. UPON RECEIPT OF THE NOTICE, THE COURT, ON ITS OWN MOTION OR THE MOTION OF THE OTHER PARENT MAY SCHEDULE A HEARING WITH NOTICE TO BOTH PARTIES TO DETERMINE IT IS IN THE BEST INTEREST OF THE CHILDREN TO REVISE THE VISITATION OR PARENTING SCHEDULE FOR THE CHILDREN.

**RECORDS ACCESS NOTICE:** Pursuant to Ohio Revised Code §3109.051(H) and §3319.321(B)(5)(a), the parties hereto are hereby notified as follows:

EXCEPTING AS SPECIFICALLY MODIFIED OR OTHERWISE LIMITED HEREIN AND SUBJECT TO O.R.C. §2301.35(g)(2) AND §3319.321(f) EACH PARENT IS ENTITLED TO ACCESS, UNDER THE SAME TERMS AND CONDITIONS AS A “RESIDENTIAL PARENT” TO ANY RECORD THAT IS RELATED TO THE CHILD OR CHILDREN AND TO WHICH A RESIDENTIAL PARENT OR THE CHILD LEGALLY IS PROVIDED ACCESS, INCLUDING SCHOOL RECORDS. ANY KEEPER OF A RECORD, PUBLIC OR PRIVATE, WHO KNOWINGLY FAILS TO COMPLY WITH THIS ORDER, IS IN CONTEMPT OF COURT.

**DAY CARE RECORDS AND ACCESS NOTICE:** Pursuant to Ohio Revised Code §3109.051(H) and §5105.001, the parties hereto are hereby notified as follows:

EXCEPTING SPECIFIC FINDING OF FACT AS JOURNALIZED BY THIS COURT HEREIN OR OTHERWISE MODIFYING OR LIMITING ACCESS, EACH PARENT IS ENTITLED TO ACCESS, UNDER THE SAME TERMS AND CONDITIONS AS THE “RESIDENTIAL PARENT” TO ANY DAY CARE RECORDS THAT NOW OR MAY, IN THE FUTURE, RELATE TO THE CHILD OR CHILDREN AND TO WHICH A “RESIDENTIAL PARENT” OF THE CHILD LEGALLY IS PROVIDED ACCESS.

**SCHOOL ACTIVITIES NOTICE:** Pursuant to Ohio Revised Code §3109.051(J) and §5105.001, the parties hereto are hereby notified as follows:

EXCEPTING AS SPECIFICALLY MODIFIED OR OTHERWISE LIMITED AND SUBJECT TO O.R.C. §3319.321, EACH PARENT, IS ENTITLED TO ACCESS TO ANY STUDENT ACTIVITY THAT IS RELATED TO THE CHILD OR CHILDREN AND WHICH A “RESIDENTIAL PARENT” OF THE CHILD LEGALLY IS PROVIDED ACCESS.

**EXHIBIT J**

**IN THE COURT OF COMMON PLEAS  
GUERNSEY COUNTY, OHIO**

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Plaintiff/Petitioner

CASE NO. \_\_\_\_\_

and/vs

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Defendant/Petitioner

**JUDGMENT ENTRY  
DIVORCE DECREE**

Upon careful and independent examination and analysis of the Magistrate's Findings and Decision, the Court finds the Decision of the Magistrate is sufficient for the Court to make an independent analysis of the issues and to apply appropriate rules of law in reaching a judgment. Therefore the Court adopts the Decision, and approves and enters the same as a matter of record. The Court further finds there is no error of law or other defect on the face of the Decision, and incorporates by reference the findings and decision of the Magistrate.

The Court hereby enters a divorce on the grounds of \*, property division and payment of debts is Ordered. \* is named the residential parent of the minor children. \* is Awarded parenting time (pursuant to the standard order/as parties agree/per attached shared parenting plan/etc). Child support is Ordered to be paid by \* in the amount of \$\* per month, including processing fees. Health insurance is Ordered, payment of uninsured medical cost are assessed and the tax dependency exemption is awarded.

The decision of the Court constitutes a final and appealable Order. the Clerk of this Court is **ORDERED** to comply with Civil Rule 58(B), and serve upon all parties notice of judgment and date of entry upon the journal.

Court costs are assessed for which judgment plus interest is granted.

**IT IS SO ORDERED.**

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JUDGE DANIEL G. PADDEN