



**COURT OF COMMON PLEAS, MONTGOMERY COUNTY**  
**DOMESTIC RELATIONS DIVISION**

**DENISE L. CROSS, ADMINISTRATIVE JUDGE**

**JUDITH A. KING, JUDGE**

**PRO-SE INSTRUCTIONS FOR DISSOLUTIONS WITHOUT CHILDREN**

The court reviews all paperwork submitted by individuals representing themselves for compliance with local and state rules and laws. ALL EMPLOYEES OF THE DOMESTIC RELATIONS COURT ARE PROHIBITED BY LAW TO OFFER LEGAL ADVICE OR TO ASSIST YOU IN FILING FOR DISSOLUTION. ALL THE INFORMATION WE CAN PROVIDE IS IN THIS PACKET. We recommend that you seek advice from an attorney.

**REQUIRED PAPERWORK MUST BE TYPED**

1. Petition for Dissolution with Waiver of Service\* Original & 5 copies
2. Separation Agreement\* Original & 5 copies
3. Affidavit of Financial Disclosure\*\* Original & 2 copies  
*There are 2 Affidavits of Financial Disclosure attached. Each party must submit their own.*
4. Questionnaire\*\* Original Only  
*This document must be typed, or legibly printed.*

**COST/FILING FEE: \$200.00 DEPOSIT REQUIRED**

**The following paperwork is to be submitted at least 7 business days prior to the final hearing. YOUR HEARING WILL NOT GO FORWARD IF WE HAVE NOT APPROVED THESE DOCUMENTS.**

5. Decree of Dissolution \* Original & 4 copies  
*Each copy of the Decree should have a copy of your Separation Agreement attached.*
6. If there is spousal support attach the following:
  - a. Support Enforcement Agency Information Sheet\*\*
  - b. Obligee's Rights and Remedies for Enforcement of Support\*\*

When all paperwork is properly completed, signed and notarized, send your documents to the Public Legal Specialist located at the Domestic Relations Court, 301 West Third Street, Second Floor, Dayton, Ohio 45422. The court will review it. If there are corrections, you will be notified by letter what corrections are needed. You may also leave a phone number if you wish to pick up your paperwork.

If your paperwork is correct, you will be called to pick it up and file it with the Domestic Relations Clerk's Office at 41 North Perry Street, lower level. Your filing fee will be due at that time. You will receive a letter from the Assignment Commissioner setting your hearing date. Hearing dates for Dissolutions are no earlier than 31 days from the day of filing, or more than 90 days.

At the hearing you will be questioned by the Judge. If everything is in correct order, the Judge will grant your Dissolution of Marriage. **NOTE: BOTH PARTIES MUST BE PRESENT AT THE HEARING.**

\* *WE DO NOT PROVIDE THESE FORMS TO YOU. You must obtain the "Petition for Dissolution," "Waiver of Service," "Separation Agreement," and "Decree" from someplace else. Do **not** use "EZ Legal Forms."*

\*\* *THESE FORMS ARE PROVIDED IN THIS PACKET AND ARE MANDATORY. **WE DO NOT ACCEPT WAIVERS OF THESE FORMS***