



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

**DENISE L. CROSS, ADMINISTRATIVE JUDGE**

**JUDITH A. KING, JUDGE**

**PRO-SE INSTRUCTIONS FOR DIVORCES 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 A DIVORCE. 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. | Complaint for Divorce*  | Original & 5 copies |
| 2. | Affidavit of Financial Disclosure**                                   | Original & 2 copies |
| 3. | Questionnaire**<br><i>This form must be typed or printed legibly.</i> | Original Only       |
| 4. | Instructions for Service**  | Original & 4 copies |

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

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

5.     Final Judgment and Decree of Divorce\*

If there is spousal support:

- Support Enforcement Agency Information Sheet\*\*
- Obligee's Rights and Remedies for Enforcement of Support\*\*

When all paperwork is properly completed, signed, and notarized, send it 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. The Court will notify you of your trial date by mail. Your spouse will have 28 days to file an Answer or other pleading with the Court.

- \* *WE DO NOT PROVIDE THESE FORMS TO YOU. You must prepare them on your own, or have an attorney assist you in the preparation of these forms. Your complaint for divorce and decree of divorce must be typed.*
  
- \*\* *THESE FORMS ARE PROVIDED IN THIS PACKET AND ARE MANDATORY. WE DO NOT ACCEPT WAIVERS OF THESE FORMS.*

*INSTRUCTIONS FOR:*

*Complaint for divorce:*

This document is your responsibility to prepare. It must be typed on 8½ x 11 paper with a 2½" top margin. Your complaint must contain a case caption at the top. (Refer to the top of your Affidavit of Financial Disclosure or to Local Rules of Court for proper caption formatting.) The body of your document must be in complete sentence format, and must contain the following information:

1. Time of residency (county and state);
2. Date of marriage, city and state where you got married;
3. Number of children born during the marriage, their names and dates of birth, and who they currently reside with. If one or more of the children were born prior to the marriage you need to indicate this, and state whether or not husband is the biological father of said child(ren).
4. State whether the wife is currently pregnant, and if so, due date.
5. State whether the parties are the owners of any real estate, joint or separate.
6. State your legal grounds for divorce. You can look at the Citizens Guide available at the court or on our website to determine what legal grounds for divorce are.
7. State what you are requesting from the court, i.e., division of all assets and debts, divorce be granted, custody, child support, etc.
8. Your complaint must be signed with your name, address and phone number appearing below your signature.

OFFICE OF  
CLERK OF COURTS

41 N. PERRY STREET, DAYTON, OHIO 45422

DAN FOLEY

INSTRUCTIONS FOR SERVICE

\_\_\_\_\_  
PLAINTIFF / PETITIONER

-vs- / and

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

\_\_\_\_\_  
DEFENDANT / PETITIONER

**PLEASE ISSUE SERVICE TO:** (Name & Address)

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VIA:     PERSONAL  
          RESIDENTIAL

REGULAR MAIL  
          CERTIFIED MAIL

**TO BE SERVED:** (List all documents to be served.)

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\_\_\_\_\_

By: \_\_\_\_\_  
      Attorney for: