

**Decree of Dissolution documentation can be obtained at [www.hamiltoncountyohio.gov/domestic](http://www.hamiltoncountyohio.gov/domestic)**

Your hearing is scheduled before Magistrate \_\_\_\_\_ in room \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_. Please arrive 30 minutes before the scheduled hearing.

Your hearing is scheduled via telephone/Zoom before Magistrate \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_. Please ensure the Court has your correct phone number and email. If appearing via Zoom, you will receive an invitation via email prior to your final Merit hearing.

The following is a list of documents you will need to submit, for review and approval, prior to the Merit hearing.

	<b>With Children and No Shared Parenting</b>	<b>With Children and Shared Parenting</b>	<b>No Children With Spousal Support</b>	<b>No Children or Spousal Support</b>
<b>Decree</b>	Your Own or Form 15 + Form 18A or Form 18B	Your Own or Form 15SA or Form 15SB	Your Own or Form 15	Your Own or Form 15
<b>Separation Agreement</b>	Your Own or Form 16	Your Own or Form 16	Your Own or Form 16	Your Own or Form 16
<b>Appropriate Health Care Order (See 1 below)</b>	Form 7.17 or Form 7.20	Form 7.17 or Form 7.20		
<b>Appropriate Support Worksheet</b>	ODJFS Support Worksheet	ODJFS Support Worksheet		
<b>Standard Parenting Order (See 2 below)</b>	Form 2.7	Form 2.7		
<b>Support Account Data Form</b>	Form CDR4905	Form CDR4905		
<b>IV-D Application</b>	Form ODHS 7076	Form ODHS 7076	Form CDR4905	
<b>Health Care Verification Form</b>	Form 7.21	Form 7.21		
<b>Shared Parenting Plan</b>		Form 2.2A or Form 2.2B		
<b>Decree of Shared Parenting</b>		Form 2.3		

1. Appropriate Health Care Order (Use Form 7.17 if private health insurance is available - 7.20 if not).
2. Standard Parenting Order (Form 2.7) is applicable if referred to in the Decree or Parenting Plan.

## **PRIOR TO YOUR MERIT HEARING:**

1. Your first step is to present the Decree Office with your completed decree documentation for review and pre-approval. It may be e-filed, mailed, or presented in person (Room 3-50).
  - If your paperwork is approved by the Decree Office, go to Step 2.
  - If your paperwork is **not approved** by the Decree Office, you will need to make the necessary changes and resubmit the decree documentation. You may need to have your hearing continued to another date.
2. If you filed your case using a **poverty affidavit**, you are ready to proceed with your Merit hearing. If you paid a **filing fee**, you must first “cost out” your case. Costing out is the process of settling the account that was created when you filed the case. You may pay online, with check by mail, or in person at the Clerk of Court’s Cost Desk (Room 3-47). If appearing in person, proceed to the Atrium Information Desk to check in.
3. After the hearing, e-file, mail, or present all decree paperwork to the Decree Office in person (Room 3-50). They will complete a final review of the paperwork, retain the Decree, obtain the Judge’s signature, and file the documents with the Clerk of Courts.

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**Please note that your marriage is not terminated until the Decree is filed with the Clerk of Courts.** The Clerk of Court’s office will notify attorneys and unrepresented litigants via mailed postcard when the Decree is journalized. The date the Decree is journalized on the Clerk of Court’s docket is the date your marriage is officially terminated. Certified copies may be mailed or picked up in the Clerk of Courts office (Room 3-47) after you receive the postcard.

**Additional Questions?** Contact the Decree Office at 946-9088 or 946-9087.