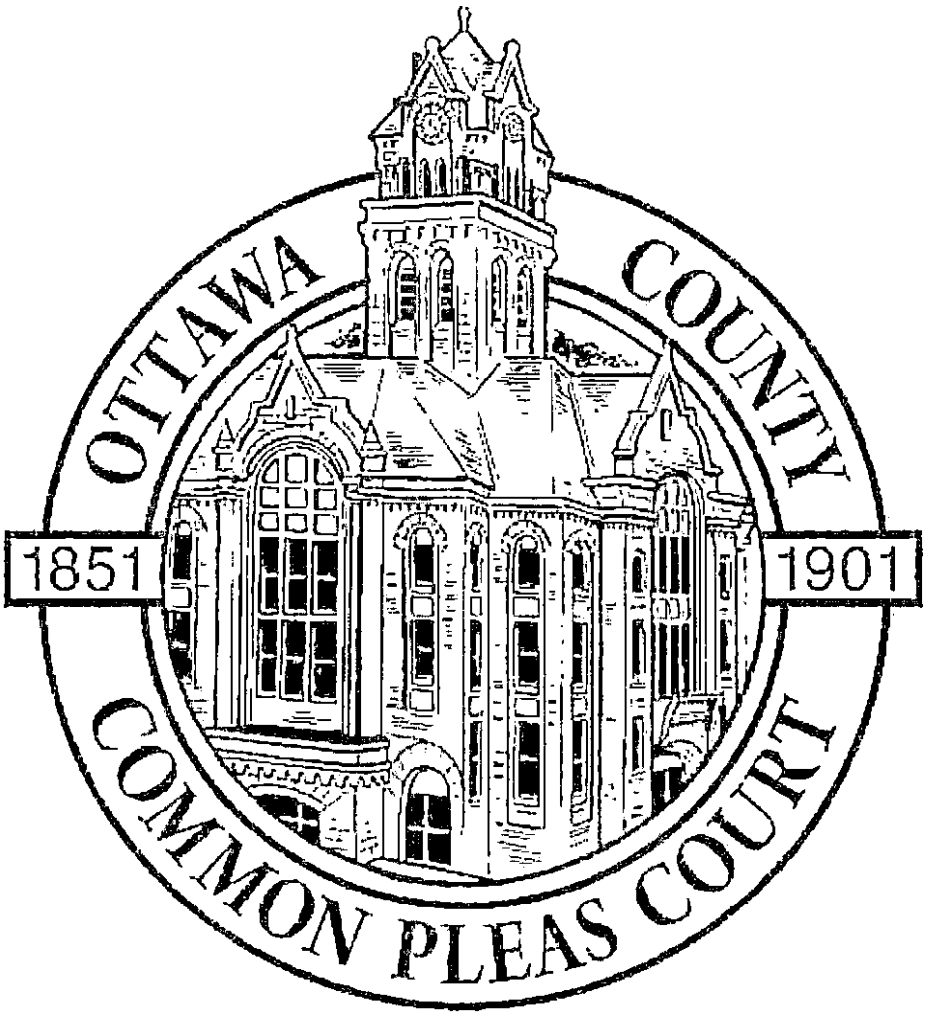


RULE 69. DOMESTIC RELATIONS

69.01 DEPOSIT FOR COSTS

Divorce/Dissolution	$300.00
Legal Separation	300.00
Annulment	300.00
Counterclaims	100.00
Post-Decree Motions	100.00
Personal Service	50.00
Guardian Ad Litem (deposit)	*800.00*

69.02 See Rule 15 for Pleadings.

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69.02 See Rule 15 for Pleadings.

(a) In all domestic relations actions involving child and/or spousal support, the Social Security number and the date of birth of the parties shall be included in the caption of original pleadings and in all judgment entries. The pleadings and judgment entries shall also contain the names, birthdates and social security numbers of all children involved.

69.03 MAGISTRATES See Rules 11, 59 and 67 herein.

69.04 PROCEDURES

A. DIVORCE AND LEGAL SEPARATION

1. A divorce case shall be commenced by the filing of the following documents with the Clerk of Courts:

   (a) Complaint;

   (b) Court Affidavit (DR-1) (one additional copy for CSEA);

   (c) Affidavit of Income, Monthly Expenses and Financial Disclosure (DR-2);

   (d) Motion for Temporary Orders with attached affidavit, if applicable;

   (e) Child Support Worksheet, if applicable.

2. The Clerk shall serve the Defendant with a copy of the following:

   (a) Summons;

   (b) Complaint, Motion for Temporary Orders with attached affidavit, and copies of Court Forms DR-1 and DR-2;

   (c) All other documents filed by the Plaintiff;

   (d) Blank Court Forms DR-1 and DR-2;

   (e) A notice stating:

   WARNING: A motion for temporary relief has been filed in this action. You have fourteen (14) days from the

date you were served with these documents to complete the attached forms and return them to the Court. Should you fail to do so, a temporary order may be entered based upon the information provided by the other party.

3. The Defendant shall have fourteen (14) days from the date the above-referenced documents are served to respond on the issue of temporary orders. Within said fourteen-day period, the Defendant may file the following:

   (a) Affidavit of Income, Monthly Expenses and Financial Disclosure (DR-2);

   (b) Counter-affidavit (pursuant to Rule 75(M) of the Ohio Rules of Civil Procedure);

   (c) Child Support Worksheet (if Defendant does not agree with worksheet submitted by Plaintiff).

NOTE: The Defendant shall provide a copy of all filed documents, by ordinary mail, to Plaintiff's counsel or to Plaintiff (if unrepresented).

4. After fourteen (14) days from the date of service upon the Defendant, the Judge or Magistrate will review all documents filed and issue the appropriate temporary orders.

5. A party may request an oral hearing on the issue of the temporary orders. The orders remain in full force and effect until the filing of the final Judgment Entry unless they are otherwise modified during the pendency of the proceedings. Said request shall be in writing and shall include a Notice of Hearing. It shall be the responsibility of the movant to contact the Assignment Clerk and obtain a hearing date to insert in the Notice.

6. PRETRIAL CONFERENCES AND FINAL HEARING. The Assignment Clerk shall schedule a pretrial conference and notify the parties as to the date and time. If uncontested, said date and time shall serve as a final hearing. At the pretrial conference, the parties and their counsel shall meet with the Magistrate.

7. TRIAL BRIEFS. At the time of the pretrial conference, it shall be determined by the Magistrate whether trial briefs are required. If so required, said trial briefs shall be filed at least five (5) days prior to the final hearing. All trial briefs shall be provided to opposing counsel. Said brief shall include the following information:

(a) A statement of each item of separate property and value thereof;

(b) A statement of each item of marital property and value thereof;

(c) A statement of each marital debt;

(d) A statement of the earnings of the parties for the current year to date and the prior three (3) years; and

(e) Any special or unusual issues.

B. DISSOLUTION

1. A dissolution of marriage shall be commenced by the filing of the following documents with the Clerk of Courts:

(a) Petition for Dissolution with attached Separation Agreement;

(b) Court Affidavit (DR-1) (one additional copy for CSEA);

(c) Affidavit of Income, Monthly Expenses and Financial Disclosure (DR-2); and

(d) Child Support Worksheet, if applicable.

2. FINAL HEARING. A final hearing will be scheduled by the Assignment Clerk, and the parties and counsel will be notified of the date and time. The parties and/or counsel shall submit a signed Judgment Entry to the Court at the final hearing.

(a) In cases involving minor children, the final Judgment Entries shall include the necessary support language. See Rule 69.14 for mandatory language.

69.05 POST-DECREE MOTIONS

A. MOTION FOR MODIFICATION

1. A post-decree motion for modification of child support and/or spousal support shall be commenced by the filing of the

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following documents:

(a) Motion, INCLUDING Notice of Hearing.

NOTE: Contact Assignment Clerk to obtain a hearing date and insert date in Notice.

(b) Affidavit of Income, Monthly Expenses and Financial Disclosure (DR-2); and

(c) Child Support Worksheet, if applicable.

B. MOTION TO SHOW CAUSE (CONTEMPT)

1. A motion to show cause and/or motion for contempt shall be commenced by the filing of the following documents:

(a) Motion; and

(b) Order to Appear.

NOTE: Contact the Assignment Clerk to obtain a hearing date and insert date in Order.

C. MOTION FOR CHANGE OF ALLOCATION OF PARENTAL RIGHTS

1. A motion for change of allocation of parental rights shall be commenced by the filing of the following documents:

(a) Motion, INCLUDING Notice of Hearing.

NOTE: Contact the Assignment Clerk to obtain a hearing date and insert date in Notice.

(b) Affidavit of Income, Monthly Expenses and Financial Disclosure (DR-2); and

(c) Child Support Worksheet.

D. ALL OTHER POST-DECREE MOTIONS

1. All other post-decree motions shall be commenced by the filing of a Motion, INCLUDING a Notice of Hearing.

NOTE: Contact the Assignment Clerk to obtain a hearing date and insert date in Notice.

ALL POST-DECREE MOTIONS SHALL CONTAIN THE EXACT LANGUAGE OF THE PRIOR ORDER SOUGHT TO BE MODIFIED, THE CHANGE OR ENFORCEMENT REQUESTED AND A COMPLETE AND ACCURATE STATEMENT OF MOVANT'S BASIS FOR MODIFICATION AND/OR ENFORCEMENT.

69.06 FILING OF REQUIRED DOCUMENTS

(A) All documents required per stated rule must be filed or the Complaint, Answer, Counterclaim and/or Motion may be dismissed.

(B) Incomplete papers will be returned by the Assignment Clerk.

(C) Pursuant to Rule 4.4(A)(2) of the Ohio Rules of Civil Procedure, the Clerk, in lieu of other service and in cases authorized by said Rule, may post service in a conspicuous place in the Courthouse and in the following two (2) public places within the County:

(1) Bureau of Motor Vehicles, Oak Harbor, Ohio;

(2) Bureau of Motor Vehicles, Port Clinton, Ohio.

69.07 - DISMISSAL OF CASES FOR WANT OF PROSECUTION

If the Defendant has not been served with the Complaint and/or Motion and Summons and other required documents within ninety (90) days of the filing thereof, notice will be sent to counsel for the Plaintiff that the case will be dismissed on a date certain unless service has been completed.

69.08 CONTINUANCES - See Rule 33.

69.09 MEDICAL REPORTS AS EVIDENCE

In any type of domestic hearing concerning the reasonableness or the necessity of the work to be done, a medical report duly signed by the physician or other supplier of medical-related services shall be sufficient and be admitted into evidence at said hearing, if properly served on the opposing counsel within seven (7) days before hearing.

69.10 VISITATION

The Court has adopted schedules for Reasonable Visitation (DR-3) and Long Distance Visitation (DR-4). The Court will use these schedules unless the best interest of the children and/or the evidence dictates otherwise.

69.11 EXTRAORDINARY EXPENSES FOR MINOR CHILD(REN)

The Court has adopted a schedule for payment of extraordinary health care expenses for minor child(ren) (DR-5). The Court will use this schedule unless the best interest of the child(ren) and/or the evidence dictates otherwise.

69.12 HEALTH INSURANCE ORDER AND NOTICE

The Court has adopted a Health Insurance Order and Notice (DR-6). This Order and Notice shall be attached to each Judgment Entry submitted in cases involving minor children.

69.13 MANDATORY LANGUAGE IN ORDERS INVOLVING CHILD SUPPORT

In all cases wherein child support is established or modified, the following language shall be inserted in the Judgment Entries:

"IT IS HEREBY ORDERED that the (Plaintiff/Defendant/ Petitioner) shall pay to the (Plaintiff/Defendant/Petitioner), as and for current support for the parties' minor child(ren), the amount of $_____ per month. Said sum shall be payable at the rate of $_____ per (weekly, bi-weekly, etc.) (per child), plus 2% processing fee, by mandatory wage withholding, through the Ottawa County Child Support Enforcement Agency, commencing on the ____ day of _____, _____. Said support obligation is based upon the gross annual earnings of the (Plaintiff/Petitioner) in the amount of $_____and upon the gross annual earnings of the (Defendant/ Petitioner) in the amount of $____.

IT IS FURTHER ORDERED that each party to this support order must notify the Ottawa County 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. If you are the obligor under a child support order and you fail to make the