

The Court of Common Pleas

Darke County, Ohio

Courthouse, Greenville, Ohio 45331

(937) 547-7325 fax (937) 547-7323

Jonathan P. Hein, Judge

commonpleas@co.darke.oh.us

Georganne E. Huber, Magistrate

DOMESTIC RELATIONS INSTRUCTIONS

The information below is intended for pro se filers (those filing without an attorney). If you choose to represent yourself, some legal research may be necessary.

Please be aware that the staff in the Clerk's office and the court are statutorily prohibited from offering legal advice. To be fully informed and to protect your legal and property rights, it is recommended that you seek the advice of an attorney.

Forms are available for the following circumstances: (1) Divorce with Children, (2) Divorce without Children, (3) Dissolution of Marriage with Children, (4) Dissolution of Marriage without children, (5) Motion to Modify Court Orders, and (6) Motion for Contempt. See www.darkecountycommonpleas.com. **You must print, complete and file ALL necessary forms or there may be delay or dismissal of your case.** All forms must be fully completed and signed before being filed with the Clerk of Courts.

If documents need to be notarized, a notary public is available at the Common Pleas Court, Courthouse, second floor, on Monday through Friday from 8:00 am. – 4:30 p.m. Valid identification card is needed.

There is a \$300.00 filing fee deposit for Divorce and Dissolution cases. Information regarding filing fees for other cases can be found at the court's website. Questions regarding filing deposits, refunds and amounts due should be directed to the Clerk of Courts at 937-547-7335.

The filing party is responsible for scheduling the hearing date with the Court, and for providing proof that the opposing party was given proper notice of the hearing. At the final hearing, the original and four copies of the appropriate Final Judgment Entry and any other required forms must be provided.

In cases with children, both parties must attend a parenting seminar prior to the final hearing. There will be delay in your case if either party has not attended the parenting seminar. Information for the seminar can be found on the website (www.darkecountycommonpleas.com) under the Domestic Relations tab.

NOTICE:

Be aware that the forms on the website are *basic* forms required for divorce and dissolution filings and may not apply to every situation.

These forms and instructions do not constitute legal advice regarding your rights, responsibilities and legal options. To be fully informed and to protect your legal and property rights, you should seek the advice of an attorney.

IF YOU DO NOT HAVE ALL THE PAPERWORK OR REQUIREMENTS COMPLETED BY THE DATE OF YOUR HEARING, THE CASE MAY BE RESCHEDULED OR DISMISSED.