

**COURT OF COMMON PLEAS  
DOMESTIC RELATIONS DIVISION  
CLERMONT COUNTY, OHIO**

**www.domesticcourt.org**

**MOTION TO CONVERT DIVORCE TO DISSOLUTION**

Case Caption: \_\_\_\_\_ and \_\_\_\_\_

The following is a list of documents which must be completed, signed and submitted to the Domestic Relations Court. **AFFIDAVITS ARE NO LONGER REQUIRED TO BE NOTARIZED.** You will need an original set of documents plus two copies for filing with the Clerk of Courts.

[You may wish to check the FAQ section of the court's website for additional information.](#)

**All petitions must include the following forms:**

Motion to Convert	119
Petition for Dissolution and Waiver of Service of Summons	SC17
Waiver of Service of Summons <b>(one for each party)</b>	SC30
Separation Agreement	SC19
Classification Form	115
Notification Form (one for each party)	116-A or 116
Waiver of Affidavit of Income and Expenses	703
Waiver of Affidavit of Property	704
Self-represented Party Waiver of Counsel	702-A
Waiver of Magistrate's Decision and 14 Day Objection Period <b>(attorneys only)</b>	104-B
Decree of Dissolution/Decree of Shared Parenting <b>(attorneys only)</b>	

**Petitions with children must also complete the following forms:**

Shared Parenting Plan (if applicable)	SC20
<b>OR</b>	
Parenting Plan	SC21
Guideline Parenting Schedule – (if following)	605
CSE Account Information Sheet	509-4
Child Support Worksheet Information <b>(one for each party)</b> <b>(attorneys only must provide a completed Child Support Worksheet)</b>	626

**After COMPLETELY filling out all the forms, please bring them to the Assignment Commissioner window for compliance review. Compliance review only applies to Self-Represented Parties (SRP).**

This Petition is ready to be filed and set for hearing.

\_\_\_\_\_ Initialed by court personnel on \_\_\_\_\_