

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

www.domesticcourt.org

MOTION TO CONVERT DISSOLUTION TO DIVORCE – MINOR CHILDREN

Case Caption: _____ Vs/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.](#)

Motion to Convert	118
Complaint for Divorce	SC7
Classification Form	115
Notification Form (one for each party)	116-A or 116
Request for Service	SC31
OR	
Waiver of Service of Summons	SC30
Affidavit of Income and Expenses	SC1
Three most recent paystubs or other proof of income	
Affidavit of Property	SC2
Self-represented Party Waiver of Counsel	702-A

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 Complaint is ready to be filed.

_____ Initialed by court personnel on _____