

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

www.domesticcourt.org

MOTION TO CONVERT DIVORCE TO DISSOLUTION – MINOR CHILDREN

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.](#)

	<u>Form Number</u>
_____ Motion to Convert	119
_____ Petition for Dissolution – your own or court form	103
_____ Appearance and Waiver of Service of Summons (signed by both parties)	701
_____ Separation Agreement – your own or court form	105
_____ Classification Form	115
_____ Notification Form (one for each party)	116 or 116-A
_____ Waiver of Affidavit of Income and Expenses	703
_____ Waiver of Affidavit of Property	704
_____ Shared Parenting Plan (if applicable) – your own or court form	602
_____ Guideline Parenting Schedule (if following)	605
_____ Child Support Worksheet Information Sheet	626
_____ (Attorney must provide completed Child Support Worksheet)	
_____ CSE Account Information Sheet	509-4
_____ Self-represented Party Waiver of Counsel	702-A
_____ Decree of Dissolution/Decree of Shared Parenting (attorneys only)	
_____ Waiver of Magistrate's Decision and 14 Day Objection Period (attorneys only)	104-B

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 and set for hearing.

_____ Initialed by court personnel on _____