

Decree of Divorce documentation can be obtained at www.hamilton-co.org/domestic

Your hearing is scheduled before Judge _____ in room _____ at _____ on _____. Please arrive 30 minutes before the scheduled hearing.

Your hearing is scheduled via telephone/Zoom before Judge _____ at _____ on _____. Please ensure the Court has your correct phone number and email. If appearing via Zoom, you will receive an invitation via email prior to your final Merit hearing.

If both parties do not attend the Merit hearing, or one party is opposed to the divorce and will not agree with the grounds for divorce, the attending party MUST HAVE A WITNESS TO CORROBORATE THE GROUNDS FOR DIVORCE. If your hearing is scheduled via Zoom or telephone, the witness must be present with the attending party or the attending party must provide the Court with the witness’s contact information prior to the hearing.

Now that your final hearing date has been scheduled, you must prepare a Decree of Divorce if you have not already done so. The following is a list of documents you will need to submit, for review and approval, prior to the Merit hearing based on the type of case filed:

Documents	No Children or Spousal Support	With Children	No Children With Spousal Support
Decree	Draft Your Own or Form 11	Draft Your own or Form 12A or 12B	Draft Your Own or Form 11
Separation Agreement (optional)	Draft Your Own or Form 16	Draft Your Own or Form 16	Draft Your Own or Form 16
Shared Parenting Plan (if appropriate)		Form 2.2A or 2.2B	
Final Decree of Shared Parenting (if appropriate)		Form 2.3	
Parenting Plan (if appropriate)		Form 18A or 18B	
Appropriate Health Care Order (See 1 below)		Form 7.17 or 7.20	
Appropriate Support Worksheet		ODJFS Support Worksheet	
Standard Parenting Order (if applicable) (See 2 below)		Form 2.7	
Support Account Data Form		Form CDR 4905	Form CDR 4905
IV-D Application		Form ODHS 7076	Form ODHS 7076 (if paid to CSEA)
Health Care Verification Form		Form 7.21	

- A **Parenting Plan** is used in conjunction with the Supreme Court's Separation Agreement. It is a **sole-custody** parenting plan.
- The **Shared Parenting Plan** must be approved by the assigned Magistrate prior to the final hearing. Shared Parenting Plans should be e-filed, mailed, or submitted in person to the Decree Office (Room 3-50). To be approved, the plan must be submitted with the following attachments:

Appropriate Support Worksheet	Form 7.5A or 7.6A
Standard Parenting Order (If referenced in the body of the plan) *	Form 2.7
Appropriate Health Care Order *	Form 7.17 or 7.20
Cash Medical Order	Form 7.24

Shared Parenting Plans are generally approved or rejected within 5 business days, and can be mailed or picked up at the Decree Office (Room 3-50).

1. Standard Parenting Order (Form 2.7) is applicable if referred to in the Decree or Shared Parenting Plan.
2. Appropriate Health Care Order (Use Form 7.17 if private health insurance is available - 7.20 if not).

PRIOR TO YOUR MERIT HEARING:

1. Your first step is to present the Decree Office with your completed decree documentation for review and pre-approval. It may be e-filed, mailed, or presented in person (Room 3-50).
 - If your paperwork is approved by the Decree Office, go to Step 2.
 - If your paperwork is **not approved** by the Decree Office, you will need to make the necessary changes and resubmit the decree documentation. You may need to have your hearing continued to another date.
2. If you filed your case using a **poverty affidavit**, you are ready to proceed with your Merit hearing. If you paid a **filing fee**, you must first “cost out” your case. Costing out is the process of settling the account that was created when you filed the case. You may pay online, with check

by mail, or in person at the Clerk of Court's Cost Desk (Room 3-47). If appearing in person, proceed to the assigned courtroom and check in with the Judge's courtroom staff.

3. After the hearing, e-file, mail, or present all decree paperwork to the Decree Office in person (Room 3-50). They will complete a final review of the paperwork, retain the Decree, obtain the Judge's signature, and file the documents with the Clerk of Courts.

Please note that your marriage is not terminated until the Decree is filed with the Clerk of Courts. The Clerk of Court's office will notify attorneys and unrepresented litigants via mailed postcard when the Decree is journalized. The date the Decree is journalized on the Clerk of Court's docket is the date your marriage is officially terminated. Certified copies may be mailed or picked up in the Clerk of Courts office (Room 3-47) after you receive the postcard.

Additional Questions? Contact the Decree Office at 946-9088 or 946-9087.