

## **REQUIREMENTS OF GREENE COUNTY DOMESTIC RELATIONS COURT COMPLIANCE OFFICE**

All Decrees and Entries that involve child custody, child support, and spousal support (in cases where child support is also ordered) **and all pro-se motions and orders**, must be approved by the Compliance Office before it can be filed with the Clerk of Courts. The paperwork is to be taken to the Compliance Office or addressed to the Compliance Office if being mailed. This especially applies to any corrections that are sent to ensure timely processing. Below is a list of wording for Entries and attachments needed. These are requirements found in the Ohio Revised Code, the Greene County Rules of Court, or is a Child Support Enforcement Agency (CSEA) rule. Examples of all wording and attachments are available at the Compliance Office or on the website at [www.co.greene.oh.us](http://www.co.greene.oh.us). Do not submit any paperwork to the Compliance Office if it is not completely ready to be checked. **This includes signed originals, copies and attachments.** The filing process will be delayed if something is wrong or missing.

### **REQUIRED WORDING FOR DECREES AND ENTRIES**

**CAPTION:** Must have a 2 ½ inch margin at the top of the page for the file stamp. Make sure that the name, address and date of birth for both parties are included. Post decree Entries must have the Plaintiff and Defendant listed by name as in the **original** filing.

**PARENTING TIME:** All parenting time must be specific, whether it is to say ‘Standard Order’, or something else that the parties have worked out, not just “reasonable”. The most important thing to remember is that the parenting time wording must be something that is **enforceable**.

**HEALTH CARE:** Needs to be addressed in every Entry that has children, whether there is health insurance or not.

**CHILD SUPPORT WORDING:** All child support, cash medical support and spousal support must be ordered as a **monthly** amount, not weekly or bi-weekly, plus a 2% administrative fee on all monies processed through the OCSPC. There is additional wording that the CSEA uses a monthly figure for all of their accounts, but it does not affect the frequency or amount of payments. This is found in the Mandatory Notifications Language that is now a required attachment. **NOTE:** The CSEA prepares all Withholding orders and Medical Insurance orders. The Court does not forward any Withholding Orders that are not prepared by the CSEA.

**ACCURACY OF CHILD SUPPORT ORDERS:** The CSEA only accepts child support Orders that **match** the child support computation worksheet **to the penny**. Orders that do not match the child support computation worksheet will not be approved by the Compliance Office. If there is a deviation in the child support amount, the reason for the deviation must be included on the computation worksheet.

**ARREARAGE:** In order to collect any arrearage that may exist from a temporary order it must be addressed in the final Entry, along with a method of repayment. If not mentioned arrears are waived and cannot be retrieved.

**EFFECTIVE DATE FOR SUPPORT:** The CSEA will use the first Friday after the filing date of an Entry as the effective date of support if no other date is mentioned in the Entry.

**REQUIRED NUMBER OF COPIES:** All Entries and Decrees with children or spousal support must have seven copies (if two attorneys) when it is turned into the Compliance Office, or six copies (if two attorneys) if there is no support. That includes the Separation Agreement, Shared

Parenting Plan, child support computation worksheets, etc. **The Compliance Office will not make copies.** You will be notified when your Decree/Entry is ready to pick up to file, at which time you will make the copies, or it will be sent to the Clerk's office as is, and the Clerk's office will charge a fee for every copy made. Make sure the parties' current addresses and dates of birth are listed in the caption of all Decrees or Entries. Make sure a self-addressed stamped envelope is included with any Entries that are not being picked up personally.

## **ATTACHMENTS**

This is one of the major reasons that paperwork is held up in the Compliance Office. Always check to make sure the attachments are included before submitting anything.

**MANDATORY STANDARD NOTICE REGARDING SUPPORT, MEDICAL INSURANCE, AND PARENTAL ACCESS:** This language must be referenced in the document as attached and incorporated. Please make sure it is attached

**COURT'S STANDARD ORDER OF PARENTING TIME GUIDELINES:** If an Entry says that the **Parenting Time Guidelines** are attached, please make sure it is.

**OBLIGOR/OBLIGEE INFORMATION SHEETS:** The information from these sheets is used by the CSEA to open their files and prepare the Withholding Orders, so it is important that all information is accurate and completely filled out, **including** the minor children's social security numbers. Medical Insurance information is to be included on the appropriate information sheet. This includes the name and address of the insurance company. **No copies** need to be made of these sheets.

**CHILD SUPPORT COMPUTATION WORKSHEET:** A computation worksheet must be attached to every Entry that has minor children, whether or not child support will be paid. If the amount of support deviates from the guidelines, use the appropriate adjustment line to subtract from or add to the amount, then use the area provided to explain the reason for the deviation. **The amount of child support listed in the Decree or Entry must match the amount that is listed on the worksheet to the penny. Hand written or altered worksheets are not accepted.** There is a computer available at the Court that has the Child Support Program and it is available for attorney and public use.