

**IN THE COURT OF COMMON PLEAS, GREENE COUNTY, OHIO  
DOMESTIC RELATIONS DIVISION**

**INSTRUCTIONS FOR FILING OBJECTIONS**

*It is in your best interest to contact a family law attorney for legal representation and advice on your particular situation.* If you cannot afford an attorney, you may be eligible for representation by Legal Aid of Western Ohio. However, to qualify for legal aid, you must fall within their income guidelines.

The Court cannot ethically communicate with you **ex parte**\*. The only ex parte information the Court can offer you is on procedure. The following is the procedure for filing *pro se* objections:

1. Contact the Compliance Office for approval of all legal documents you will file with the Clerk of Courts concerning your case. The Clerk of Courts will not accept legal documents prepared by an unrepresented litigant until the document has been approved by the Compliance Office. The Compliance Office is located in Domestic Relation Court, 595 Ledbetter Road, Xenia, Ohio. **The Compliance Office will not offer legal advice. Legal advice can only be obtained through an attorney.**
2. Please consult the Domestic Relations Court Local Rules available on the Court's website ([www.co.greene.oh.us/DRC/forms/DRC\\_Local\\_Rules\\_of\\_Court.pdf](http://www.co.greene.oh.us/DRC/forms/DRC_Local_Rules_of_Court.pdf)).
3. Using the caption, legal format and number of the case, file **specific** written objections, stating with particularity all grounds, within 14 days of the time stamp on the Magistrate's Decision and Order. A blanket statement that you object will not be considered by the Court as an objection. A hearing will only be granted if the Court determines that it is warranted.
4. File the Transcript Request form available at the Court and on the Court's website ([www.co.greene.oh.us/DRC/forms/Transcript\\_Request.pdf](http://www.co.greene.oh.us/DRC/forms/Transcript_Request.pdf)), to request a written transcript of the proceedings. The costs associated with the preparation of a transcript will be paid by the person who orders the transcript. The Court will not consider objections that are not accompanied by a transcript.
5. Serve a copy of all documents filed with the Clerk of Courts, by mail to the other party, or the attorney of record if there is one. Attach a Certificate of Service to your objection when filed with the clerk's office.
6. The other party then has 10 days to respond to your Objections.

After the above requirements have been met, the Judge will review your objections and all other pertinent documents that have been filed in your case. He will then rule on the merits of your objections, pursuant to Civil Rule 53 of the Ohio Revised Code. The Ohio Revised Code can be found in any public library, including the Greene County Law Library. It is also available on the internet.

Should you decide to obtain legal representation and need the name of an attorney, the Greene County Bar Association can be contacted at (937) 562-5115, for the name of a qualified domestic relations attorney.

\* (Latin) With only one side present