

SHARED PARENTING PLAN CHECKLIST

Case Caption [DR1(B), DR12]

1. Parties' names.
2. Parties' addresses. The filing party may request that their address be confidential through the filing of a motion.
3. Parties' telephone numbers.
4. Parties' date of birth.
5. The name of the assigned judge.
6. Case number.
7. The caption of each pleading shall contain the identification: Court of Common Pleas, Butler County, Ohio, Domestic Relations Division and further identification of the type of pleading.

Style of Pleading [DR12]

1. All pleadings and forms required by the Court shall be typewritten or printed legibly in ink.
2. All pleadings and forms shall be printed on white letter size paper (approximately 8 ½" by 11").
3. All pleadings and forms shall be printed on one side only, with 1" margins, and each page shall be numbered.

Statement of Children

1. A statement of the name(s) and date(s) of birth of the child(ren) born issue of the marriage.

Jurisdiction of Child(ren): Juvenile Court or another Court [DR49(C)]

1. If Juvenile Court or another Court has jurisdiction over any of the children of the marriage, or any of the children are subject to a parenting order through a "DS" case from this Court pursuant to ORC 2301(K) then:
 - a. The Shared Parenting Plan identifies those children by name.
 - b. The Shared Parenting Plan states the case numbers for the Juvenile Court, another Court or DS case that has jurisdiction over the children.
 - c. The Shared Parenting Plan states which allocation of parenting rights and responsibilities (including parenting allocation of parenting time, child support, tax exemptions, and health insurance) are included in the order from Juvenile Court, another Court or this Court pursuant to a parenting order.
 - d. A copy of the order shall be attached.

Allocation of Parental Rights and Responsibilities [DR49(C)]

Parenting Allocation and Time

1. A statement of the name(s) and date(s) of birth of the child(ren) born issue of the marriage.
2. A provision that both parents are residential parent of the child(ren).

3. A provision designating the residence used for establishing school placement.
4. A specific schedule of parenting time with each parent must be included.
5. A statement as to the parent with whom the children will be physically located during holidays, school holidays, and special dates of importance.
6. The mandatory language regarding the notice of intent to relocate is required.
7. An order of equal access to the child(ren)'s school or medical records **or** an order limiting a parent's access.
8. Any order limiting a parent's access shall contain specific findings of fact which support such limitation.
9. A notice to the keeper of records regarding failure to comply.

Child Support

1. A statement of the child support obligation stated in Appendix 1 – Child Support and Health Insurance Language.
2. If the child support obligation deviates from guideline child support, then a Notice to Case Management Form C16 is attached.
3. Mandatory language regarding the duty of support continuing beyond the age of majority.
4. Mandatory language requiring withholding order to issue.
5. Mandatory language regarding payment through CSEA directly until a withholding goes into effect.
6. Mandatory language regarding acceptance of payments of support not made through the CSEA shall be deemed a gift.
7. Mandatory language regarding notice to the CSEA of current address.
8. Mandatory language regarding parties' duty to notify CSEA in writing of change in employment or availability of any other sources of income.
9. Mandatory language that parties shall immediately notify the CSEA of change in status of minor children.
10. Mandatory language regarding payment methods.
11. The Decree shall specifically identify the deduction order to be issued.
12. A statement of child support arrears.

Tax Exemptions

1. The Shared Parenting Plan shall specify any children that either parent shall be entitled to claim as dependent(s) for federal income tax purposes.
2. The Shared Parenting Plan shall specify the tax year(s) for which the child(ren) may be claimed as dependent(s).
3. The Shared Parenting Plan shall provide the name of the person who may claim the child(ren) and the requirement that the person claiming them shall be substantially current in payment of child support for any tax years for which the child(ren) are claimed as dependents on or before January 31st of the following year.

Health Insurance

1. Mandatory language regarding if private health insurance is not being provided.
2. Mandatory language specifically designating that both the obligor and obligee are liable for health care of the children.

3. Mandatory language providing the name, address, and telephone number of the individual reimbursed for out-of-pocket medical, optical, hospital, dental, or prescription expenses for each child.
4. Mandatory language that the health plan administrator may continue making payment for medical, optical, hospital, dental, or prescription services directly to any health care provider in accordance with the plan.
5. Mandatory language that any person required to provide health insurance coverage for children shall designate the child(ren) as covered dependents under any private health insurance policy, contract, or plan.
6. A statement that conforms with one of the provisions in Appendix 1 – Child Support and Health Insurance Language.
7. Mandatory language regarding division of health care expenses and documentation of health care expenses.
8. Mandatory language that the parties must comply with any obligations concerning health insurance coverage imposed under O.R.C. 3119.30 to 3119.31 no later than thirty (30) days after the applicable order is issued.
9. Mandatory language that any person who fails to provide health insurance as ordered may be punished for contempt of court and shall be solely responsible for the payment of all health care expenses incurred on the child(ren)'s behalf as a result of the failure to provide insurance.
10. Mandatory language that if the obligor is found in contempt for failing to provide health insurance coverage, and has previously been found in contempt, the Court shall consider the obligor's failure to comply with the order as a change of circumstances for the purpose of modification of the amount of support due under the child support order that is the basis of the order issued under O.R.C. 3119.30 to 3119.31.
11. Mandatory language that the employer of the person required to obtain private health insurance is required to release to the other parent private health insurance coverage information.
12. Mandatory language that the person required to obtain private health care insurance coverage for the children obtains new employment, the agency shall comply with the requirements of section 3119.34 of the Revised Code.

Signatures on the Shared Parenting Plan

1. Both parties signed the Shared Parenting Plan.

Number of Copies [DR13]

1. Three (3) copies, plus the original.

Required Documents to be submitted with the Shared Parenting Plan

1. Guidelines for Parenting Time (Form DR610.1), if applicable.
2. If a child support order is issued, a signed and completed child support computation worksheet.
3. Withholding Order/Qualified Medical Child Support Order Information Sheet (Form DR201).
4. An original Title IV-D Application (Form ODHS 7076).