

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**  
**INSTRUCTIONS TO FILE AN AGREED ENTRY\***

\* If this agreement is for a SCHOOL ASSIGNMENT (residential parent for school purposes and designation of school district) –please print off form from the website [www.drcourt.org](http://www.drcourt.org) or request a blank form on the second floor window at the Summit County Domestic Relations Court.

Fill out the Agreed Entry form COMPLETELY, including Summit County Domestic Relations Court case number and Judge’s name.

Be sure **BOTH** parties have signed the agreement. If you are *Pro Se* (no attorney –you are representing yourself), you will need to have the form notarized.

Be very specific and legible in your agreement explanation. (Attach additional pages if necessary.)

**Please check to make sure the following information is provided –otherwise your proposed entry will not be signed by the judge:**

\_\_\_\_\_ **YOUR SIGNATURE**, address and phone number, and email.

\_\_\_\_\_ **SIGNATURE OF OPPOSING PARTY**, if pro se. If an agreed order you may certify the other party was not represented by an attorney. (Local Rule 28.02)

\_\_\_\_\_ **CASE CAPTION** shall include: name, address, telephone number, email and the type of order i.e., divorce, dissolution, post decree (contempt, child support, parenting issues). (Local Rule 2.01)

\_\_\_\_\_ **CHILD(REN)’S** name(s) and date(s) of birth are **REQUIRED** for any child support or parenting proposed order.

\_\_\_\_\_ **ESCROWED SUPPORT FUNDS** need an Affidavit of facts which includes whether other children **ARE** receiving support and if there is any arrearage.

\_\_\_\_\_ **PARENTING ORDERS** need a child support worksheet with the reason for any deviation and mandatory statutory support language, equal access to school activities and records clause, a notice of relocation clause, and the parenting/visitation schedule. (see website [www.drcourt.org](http://www.drcourt.org) for Shared Parenting Plan and Parenting Plan Forms)

Once the form is complete, make at least **two (2)** copies. One copy will be returned to you for your records, as well as one for the other party. (If you are including child support or spousal support issues within the agreement, be sure to make **three (3)** copies. One copy will be required to be submitted to **CSEA – Child Support Enforcement Agency**.)

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The **ORIGINAL** agreement only will need to be dropped off on the **4<sup>th</sup> Floor** of the Domestic Relations Court for the **JUDGE’S** signature of approval. Please write the word **“HOLD”** and **today’s date** on the top left corner of the form so that you may return to pick it up after two (2) court days. (Be sure to return with all additional copies at this time.)

You will be able to locate your form in the community **“HOLD” bin** on the **2<sup>nd</sup> Floor** of Domestic Relations Court.

(It is possible it could be located in the “REJECTED” bin with an explanation sheet attached- if the Proposed Agreed Entry is REJECTED/ OR CORRECTIONS need to be made to the original document- make copies of corrected entry and resubmit. )

Take original order and all additional copies to the Clerk of Courts, Domestic Division, 1<sup>st</sup> Floor, for filing. The Clerk’s office will keep all originals and return time-stamped copies to you for your records (and to submit to CSEA).

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

Name \_\_\_\_\_ )  
Address: \_\_\_\_\_ )  
City State Zip \_\_\_\_\_ )  
Email: \_\_\_\_\_ )  
Phone Number: \_\_\_\_\_ )

CASE NO

JUDGE

MAGISTRATE

Petitioner 1 / Plaintiff

vs.

Name \_\_\_\_\_ )  
Address \_\_\_\_\_ )  
City State Zip \_\_\_\_\_ )  
Email: \_\_\_\_\_ )  
Phone Number: \_\_\_\_\_ )

**AGREED ENTRY**

Petitioner 2 / Defendant

This matter came before the Court upon Motion of \_\_\_\_\_. The parties hereby make the following agreement:

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The Court approves this Agreement and hereby makes it an Order of this Court.

IT IS SO ORDERED.

\_\_\_\_\_  
Judge

Approved:

\_\_\_\_\_  
Petitioner 1 / Plaintiff Signature

Sworn before me and signed in my presence  
on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
**Notary Public**

My Commission Expires:  
\_\_\_\_\_

\_\_\_\_\_  
Petitioner 2 / Defendant Signature

Sworn before me and signed in my presence  
on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
**Notary Public**

My Commission Expires:  
\_\_\_\_\_