



INSTRUCTIONS **TO FILE AN AGREED ENTRY***

* There are special forms for agreements for NOTICE OF INTENT TO RELOCATE, SCHOOL ASSIGNMENT (residential parent for school purposes and designation of school district), CHILD SUPPORT, ARREARAGES, CASH MEDICAL, or TAX DEPENDENCY that the Court requires you to use. Please print off those forms from the website www.drcourt.org or request a blank form from the Domestic Relations Scheduling Department located on the Second Floor of the Courthouse.

Fill out the Agreed Entry form **COMPLETELY**, typewritten or clearly printed, including the 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**, including complete 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, parenting issues).

_____ **CHILD(REN)'S** name(s) and date(s) of birth are **REQUIRED** for any proposed parenting order.

_____ **PARENTING ORDERS** need an equal access to school activities and records clause, a notice of relocation clause, and the parenting/visitation schedule. (see website 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 spousal support issues within the agreement, be sure to make **three (3)** copies. One copy will be required to be submitted to Child Support Enforcement Agency- CSEA.)



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Pay \$50 fee for Agreed Entries (required if case has been closed for more than 45 days) at the Clerk's Office on the 1st Floor. Attach the receipt to the **ORIGINAL** agreement and drop off on the **4th 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 a minimum of two (2) court days, from the Scheduling Department on the 2nd Floor (be sure to return with all additional copies at this time.) If you have any questions you may contact Scheduling at (330) 643-2365.

If your proposed Agreed Entry is "REJECTED", it will be returned with an explanation sheet attached explaining why the order was rejected. If CORRECTIONS can be made to the original document - make the corrections with copies of corrected Entry and **resubmit to the Court.**

Take the original order and all the additional copies to the Clerk of Courts, Domestic Division, 1st Floor, for filing. YOU ARE REQUIRED TO FILE YOUR OWN AGREED ENTRY- NO COPIES ARE KEPT BY THE COURT AFTER THE JUDGE SIGNS. The Clerk's office will keep all originals and return time-stamped copies to you for your records (and to submit to CSEA).

PLEASE NOTE: If you cannot pay the \$50 fee, you may file a motion (Motion to Proceed in *Forma Pauperis*) requesting the Agreed Judgment Entry be signed without paying the filing fees up front. Once you pick up your Agreed Entry, the Court will set you up with a payment plan of \$25 per month. The Motion to Proceed in *Forma Pauperis* must be attached to the original Agreed Judgment Entry and placed in the Judge's box on the 4th Floor.

If you have any questions, please see the Court Secretaries/Schedulers on the 2nd Floor of the Domestic Relations Court.