



**INSTRUCTIONS TO FILE A  
CHILD SUPPORT, ARREARAGES,  
OR TAX EXEMPTION  
MOTION TO ADOPT AGREED ENTRY**

Fill out the Motion to Adopt Agreed Entry: Child Support, Arrearages or Tax Exemption form **COMPLETELY**, typewritten or clearly printed, 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**, including complete address, 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, phone number and email

\_\_\_\_\_ **CHILD(REN)'S** name(s) and date(s) of birth are **REQUIRED**.

Once the Motion form is complete and notarized, make at least **four (4)** copies. One copy will be returned to you for your records, as well as one for the other party. One copy will be required to be submitted to **Child Support Enforcement Agency (CSEA)**.

Pay \$50 fee for the Motion to Adopt Agreed Entry (required if case has been closed for more than 45 days) at the Clerk's Office on the 1<sup>st</sup> Floor.

Schedule a hearing date with the Clerk's Office. Both parties are required to attend, so make sure that both of you will be available to attend the hearing **IN PERSON**.

At the hearing, the Magistrate will review your agreement and either grant or deny the Motion to Adopt Agreed Entry.

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Take original order (signed by the Magistrate) and all additional copies to the Clerk of Courts, Domestic Division, 1<sup>st</sup> 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 4<sup>th</sup> Floor.

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