

## **INSTRUCTIONS TO FILE AN AGREED ENTRY**

Fill out the Agreed Entry form **COMPLETELY**, including Summit County Domestic Relations Court case number and Judge's name. (Motion number will be stamped once you file.)

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.)

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**.)

The **ORIGINAL** agreement only will need to be dropped off on the **4<sup>th</sup> floor** of DR 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 **3<sup>rd</sup> floor** of DR court. (It is possible it could be located in the "Rejected" bin with an explanation sheet attached.)

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: _____       | ) | CASE NO             |
| City State Zip _____ | ) |                     |
|                      | ) | JUDGE               |
| Plaintiff            | ) | MAGISTRATE          |
|                      | ) |                     |
| vs.                  | ) |                     |
|                      | ) |                     |
| Name _____           | ) | <b>AGREED ENTRY</b> |
| Address _____        | ) |                     |
| City State Zip _____ | ) |                     |
|                      | ) |                     |
|                      | ) |                     |
| Defendant            | ) |                     |

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

IT IS SO ORDERED.

|                                 |  |
|---------------------------------|--|
| Approved:                       | _____<br>Judge                               |
| _____<br>Petitioner / Plaintiff | _____<br>Attorney for Petitioner / Plaintiff |
| _____<br>Petitioner / Defendant | _____<br>Attorney for Petitioner / Defendant |

Sworn to and subscribed before me on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

My commission expires on: \_\_\_\_\_