



CLERK OF COURT OF COMMON PLEAS GUERNSEY COUNTY, OHIO

Divorce and Dissolution – New Cases

Go to eFiling

Click Create New Case Request

Select Divorce or Dissolution then option:

- with Children (NO Deposit) – MUST file an Affidavit of Indigency
- with Children (WITH Deposit)

Add PARTY information to the case.

Key Notes:

- Be sure to add the DOB and SSN#.
- Address Type is ALWAYS DEFAULT ADDRESS.
- If you have a different address for Service – click Add Contact Information and Address Type will be: (CP) SERVICE ADDRESS

Parties

Party 1

Party Type* PETITIONER 1 ☐

Role Type HUSBAND ☐

Rep by Atty ☐

On Behalf Of ☐

Last Name* DOE ☐

First Name* JOHN ☐

Middle Name ☐

Suffix ☐

DOB 12/01/1982 ☐

SSN # 255-55-5555 ☐

Company Name (if not an Individual) ☐

Contact Information

Address Type DEFAULT ADDRESS ☐

Address 801 WHEELING AVE ☐

City CAMBRIDGE ☐

State Ohio ☐

Zip 43725 ☐

Phone Type ☐

Phone (###) ###-#### ☐

Email ☐

Delete

Address Type (CP) SERVICE ADDRESS ☐

Address 555 WHEELING AVE ☐

City CAMBRIDGE ☐

State Ohio ☐

Zip 43725 ☐

Phone Type ☐

Phone (###) ###-#### ☐

Email ☐

Delete

Add Contact Information

Once parties are added, begin selecting documents you are filing and Upload.

REQUIRED DOCUMENTS – See next page



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REQUIRED DOCUMENT SELECTIONS WITH CHILDREN:

- PETITION FOR DISSOLUTION (WITH CHILDREN) FILED.
OR
COMPLAINT FOR DIVORCE FILED.
- PRECIPE OR WAIVER OF SERVICE OF SUMMONS
- AFFIDAVIT OF INDIGENCY (IF FILING WITH NO DEPOSIT)
- PARENTING PROCEEDING AFFIDAVIT
- FINANCIAL AFFIDAVIT FORM
- PERSONAL IDENTIFIER FORM

REQUIRED DOCUMENT SELECTIONS WITH NO CHILDREN:

- PETITION FOR DISSOLUTION (NO CHILDREN) FILED.
OR
COMPLAINT FOR DIVORCE FILED.
- PRECIPE OR WAIVER OF SERVICE OF SUMMONS
- AFFIDAVIT OF INDIGENCY (IF FILING WITH NO DEPOSIT)
- FINANCIAL AFFIDAVIT FORM
- PERSONAL IDENTIFIER FORM