



CLERK OF COURT OF COMMON PLEAS GUERNSEY COUNTY, OHIO

Divorce and Dissolution – Reopen

The Motion to Reopen being filed **MUST** have complete address of each party.

Go to eFiling

Type in Case Number

Click Create Subsequent File

Select “On Behalf Of” Party

Begin selecting documents you are filing and Upload.

REQUIRED DOCUMENT SELECTIONS TO REOPEN A CASE:

- MOTION TO REOPEN – Upload Motion
- MOTION DEPOSIT (\$200.00)
OR
AFFIDAVIT OF INDIGENCY

Document 1	
Document Type*	MOTION TO REOPEN (**must also select 2nd Docket Code 'Motion to
Filing Fee	\$67.00
Due Now	\$.00
Document Note	
Attachments	
Upload Attachment	Choose File No file chosen
PDF (9.8M max file size)	
Proposed Order	
Upload Proposed Order	Choose File No file chosen
Word DOC/DOCX (9.8M max file size) Supplemental File Types: DOC, DOCX	
Reviewer Comments	
Document 2	
Document Type*	MOTION TO REOPEN DEPOSIT (**Required to file Motion to Reopen
Filing Fee	\$200.00
Due Now	\$200.00
Document Note	
Attachments	

- PARENTING AFFIDAVIT (IF WITH CHILDREN)
- PRECIPE FOR SERVICE