

REQUIRED LANGUAGE FOR DECREES AND ENTRIES

CAPTION	<p>Must have a 2 1/2 inch margin at the top of the page for the file stamp. Make sure that the name, address, and date of birth for both parties are included. Post-Decree Entries must state the Plaintiff's and Defendant's names as they appeared in the original filing.</p>
PARENTING TIME	<p>All parenting time arrangements must be specific, whether the parties are using the Standard Order or have created their own schedule. Stating that the parenting time is "reasonable" is not specific. The most important thing to remember is that the parenting time schedule must be enforceable.</p>
HEALTH CARE	<p>Must be addressed in every Entry involving children regardless of whether health insurance is available.</p>
CHILD SUPPORT	<p>All child support, cash medical support, and spousal support must be ordered as a monthly amount (not weekly or bi-weekly), plus a 2% administrative fee on all monies processed through the OCSPC. There is additional CSEA language for monthly figures on their accounts but this does not affect the frequency or amount of payments. See the required attachment Mandatory Notifications.</p> <p style="text-align: center;">NOTE: The CSEA prepares all Withholding Orders and Medical Insurance Orders. The Court does not forward any Withholding Orders that re not prepared by the CSEA.</p>
ACCURACY OF CHILD SUPPORT ORDERS	<p>The CSEA only accepts child support Orders that match the child support computation worksheet to the penny. Orders that do not match the child support computation worksheet will not be approved the Compliance Office. If there is a deviation in the child support amount, the reason for the deviation must be included on the computation worksheet.</p>
ARREARAGE	<p>In order to collect any arrearage that may exist from a temporary order, it must be addressed in the Final Entry, along with a method of repayment. If not mentioned, arrears are waived and cannot be retrieved.</p>
EFFECTIVE DATE FOR SUPPORT	<p>The CSEA will use the first Friday after the filing date of an Entry as the effective date of support if no other date is provided in the Entry.</p>
REQUIRED NUMBER OF COPIES	<p>All Entries and Decrees with children or spousal support must have 7 copies (if there are 2 attorneys on the case) when it is turned into the Compliance Office, or 6 copies (if there are 2 attorneys on the case) when there is no support. This includes the Separation Agreement, Shared Parenting Plan, Parenting Plan, Child Support Computation Worksheet, etc. The Compliance Office does not make copies. You will be notified when your Decree/Entry is ready to pick for filing. At that time, you will make the copies or it will be sent to the Clerk's Office as is, and they will charge a fee for every copy made. Make sure the parties' current addresses and dates of birth are listed in the caption of all Decrees and Entries. Also, make sure a self-addressed, stamped envelope is included with any Entries that are not being picked up personally</p>