



SUMMIT COUNTY COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION

NEW CASE DESIGNATION FORM

Case No.: _____

Sets No.: _____

INSTRUCTIONS: Pursuant to the Summit County Court of Common Pleas-Domestic Relations Division order filed on March 1st, 2007, this form must be completed and submitted with any new cause of action filed with the Summit County Clerk of Courts. **You must include an e-mail address for any court correspondence.**

Case Type: _____
(e.g., dissolution, dissolution with children, divorce, divorce with children, parentage, visitation rights, answer, or counterclaim)

Plaintiff Information:	Defendant Information:
First Name: _____ Middle Initial: _____	First Name: _____ Middle Initial: _____
Last Name: _____ Suffix: _____	Last Name: _____ Suffix: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
SSN: _____ DOB: _____	SSN: _____ DOB: _____
E-Mail (REQUIRED) _____	E-Mail (REQUIRED) _____
Telephone: _____ (if unrepresented)	Telephone: _____ (if unrepresented)

Plaintiff Attorney Information:	Defendant Attorney Information (if known)
<input type="checkbox"/> PRO SE	
Attorney Name: _____	Attorney Name: _____
Attorney E-Mail (REQUIRED) _____	Attorney E-Mail (REQUIRED) _____
Ohio Sup Ct #: _____ Telephone: _____	Ohio Sup Ct #: _____ Telephone: _____
Firm Name: _____	Firm Name: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____

Child Information:
1 st Child Name: _____ DOB: _____
Address _____ City _____ State _____ Zip _____
2 nd Child Name: _____ DOB: _____
Address _____ City _____ State _____ Zip _____
3 rd Child Name: _____ DOB: _____
Address _____ City _____ State _____ Zip _____

Attorney (or pro se litigant)