

Amended Public Release related to the COVID-19 (Coronavirus) public health issue

Effective November 17, 2021 until otherwise ordered or modified.

From: Barbara Schneider Carter, Administrative Judge

Date: November 16, 2021

1. **DISSOLUTIONS ONLY: Case Management must receive the following documents before final approval of all Dissolution submissions:**
 - a. **Original of all required documents INCLUDING DECREE(s); AND**
 - b. **Required number of Copies of each.**
Case Management will only provide approved documents for Dissolutions in hard copy format and only after the documents have meet all Local Rule requirements. Decrees must be submitted with the initial filing for Case Management to review your documents.

These documents can be submitted electronically for pre-approval review only.

2. **Decrees, Separation Agreements, Shared Parenting Plans for Filing:** Once approved for all but copies and signatures, the submitting party will bring to the Court and drop off at the front window the following:
 - a. Originals, AND
 - b. Required number of copies.
3. For all other pleadings or documents, submission can be by email casemanagement@butlercountyohio.org, by fax [513-785-5337](tel:513-785-5337), or dropped off at the front window. All checklists or approved pleadings/documents will be returned to the submitting party in the same format as submitted to Case Management unless the submitting party indicates otherwise.
4. Please do not use dr-courtwebresponse@butlercountyohio.org to submit documents to Case Management.
5. To aid in the process of electronic submission of pleadings or documents to Case Management, when submitting documents via email, please adhere to the following:
 - a. Submit documents to casemanagement@butlercountyohio.org
 - b. Please include in the title of the email the following information:
 1. Case Number(if assigned –if resubmitting on a new case, this will be number beginning with CT)
 2. Parties Names or Case Caption
 3. What is being submitted
 4. Indicate if a C16 is attachedExample Email Title: CT210000000 Smith v. Jones Dissolution with Children – C16
 - c. Submit each document as a separate pdf attachment.

Example: Electronic Submission of a Dissolution without children no spousal support should have the following attachments: DR729.pdf, Petition.pdf, Separation Agreement.pdf, Decree.pdf and C16.pdf (- not required - only necessary if requesting a review)

6. To request to appear remotely, please use form DR- 21A which will be available on our website and is attached hereto.