



THE SUPREME COURT *of* OHIO

Online Dispute Resolution Checklist for Parties— Separation Agreement

You will need the following information to complete the Separation Agreement online dispute resolution negotiation. It may be helpful to gather this information before starting your negotiation. (See Separation Agreement Supreme Court Uniform Domestic Relations Form 19.)

1. Information about you

- What is the legal name of each spouse?
- What is the address of each spouse?
- What is the telephone number of each spouse?
- What is the date of your marriage?
- What is the name of the city and state where you were married?

2. Date of termination of marriage

You may make the effective date of the termination of your marriage the date of your final hearing or an earlier date. What date do you want to use as the date of the termination of marriage?

- Date of the final hearing?
- Other date prior to final hearing date?

3. Real estate

- Do you have any real estate?
- If yes, for each property, what is the address of the property, what names are on the deed, what names are on the mortgage, and when did you purchase or receive it?
- What will happen to the real property in the divorce? Will one party keep the property? Will it be sold? Will one party pay other for their share of the property? Who will be responsible for refinancing the mortgage, if necessary?
- What other agreements do you have about real property?

4. Vehicles

- Do either of you have a titled vehicle (including cars, motorcycles, boats, trailers, golf carts, etc.)?
- What is the year, make and model; VIN or Serial Number of each vehicle?
- Whose name is on the title?
- Are you making payments on the vehicle? If yes, to whom are you making payments?
- What will happen to these vehicles in the divorce?
- Will they be kept by a party, if so, which party?
- Will they be sold?
- Who will be responsible for paying vehicle loans, if any?
- Who will be responsible for refinancing vehicle loans, if necessary?

5. Household goods and personal property

- Have the household goods and personal property already been divided?
- If not, list each item of personal property that has not already been divided and indicate who will receive it.
- If one party needs to give the other items of property, how will this happen?

6. Bank and other financial accounts

- Do either of you have any bank or other financial accounts?
- If yes, for each account, what is the name of the bank, the name(s) on the account and the type of account (checking, savings, other)?
- Will one of you be keeping the account, who will keep it?
- If you are closing the account, who will receive the funds in the account?
- Are there any other arrangements for your bank accounts?

7. Stocks, bonds, securities and mutual funds

- Do either of you have any stocks, bonds, securities or mutual funds?
- If yes, for each account, what is the name of the institution, the name(s) on the account and the type of account?
- Will one of you be keeping the account, who will keep it?
- If you are closing the account, who will receive the funds in the account?
- Are there any other arrangements?

8. Business interests

- Do either of you have any business interests?
- If yes, what is the name of business and what is the ownership interest?
- Who will receive the business interest?
- Are there any other arrangements?

9. Pension, profit sharing, IRA, 401(k), deferred compensation, and other retirement plans

- Do either of you have any retirement account?
- If yes, for each account, what is the name of the institution holding the account, the name on the account, and the amount and the dollar value or number of shares in the account?
- Who will receive the account?
- If the account will be divided, who will prepare any required division of property orders or qualified domestic relations orders, and who will pay for their preparation?

10. Life insurance policies with cash value

- Do either of you have any life insurance policies with cash value (whole life policies?)
- If yes, what is the name of the company and name of person whose life is insured?
- Who will receive the policy?
- Are there any other arrangements?

11. Other property

- Do either of you have any other property?
- If yes, what other property do you have?
- Who will receive this property?
- Are there any other arrangements?

12. Debts (credit cards, medical bills, student loans, tax obligations, 401(k) or insurance loans, etc.)

- Do either of you have any debts?
- If yes, what is the name of the creditor, the balance due and the name on the account for each debt?
- Who will be responsible for the payment of each debt?
- Are there any other arrangements?

13. Spousal support

- Will either of you pay spousal support to the other?
- If no spousal support is to be paid, will the court retain jurisdiction, so that the parties may return later and request spousal support? (see “reservation of jurisdiction,” below)
- If spousal support is to be paid, who will pay it to whom?
- What is the amount of spousal support per month?
- What is the start date?
- Will spousal support be paid for a specific number of months, or will it be paid until further order of the court?
- How will spousal support be paid? Will it be paid directly to the person receiving it, or through the Child Support Enforcement Agency?
- Will spousal support end early if the person receiving it remarries or cohabitates with another person in a relationship comparable to marriage?
- Are there any other circumstances that would end spousal support?
- Reservation of jurisdiction: will the court be able to modify support in the future if:
 - Either party files for bankruptcy
 - To modify the amount of support; and/or
 - To modify the length of time support is paid.
- Are there any other arrangements for spousal support?
- Are there agreements for arrearages or overpayment?
- Is there unpaid or overpaid temporary spousal support?
 - If so, will the amount of unpaid or overpaid temporary spousal support be included in the final order “survive the Judgment Entry”?

14. Name

- Do one or both of you want to be restored to a prior name?
- If yes, to what name do you wish to be restored?

15. Other

- Is there anything else you wish to include in your agreement?

***Note:** Agreements about the parties' children may be addressed in a separate parenting plan, shared parenting plan or court order.*