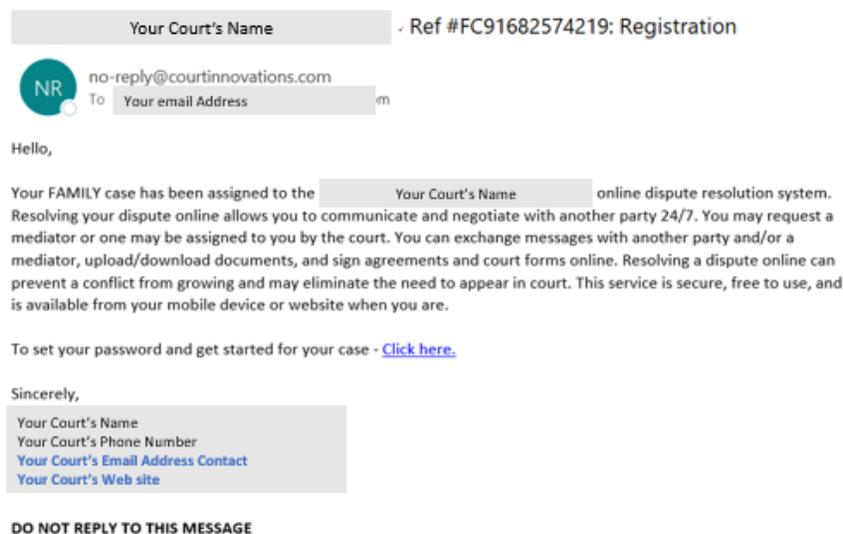


Instructions for parties using the Online Dispute Resolution (ODR) service in Domestic Relations Courts

Warning: *the ODR platform and the provided agreement forms are not a substitute for the benefit of the advice of legal counsel. It is highly recommended that you consult an attorney.*

Step One: Register

- 1) You will receive an email and a text message from the court with a link to register for ODR. Check your spam/junk mail folder as emails from the court may appear there.



- 2) Click on the link. Select and confirm the type of agreement (parenting or separation).
- 3) You will be asked to answer a series of questions.
- 4) Next, review the “Agreement to Participate” and type in your full name to e-sign this agreement.

By typing my name, I acknowledge that I have read and accept the terms for using online dispute resolution. *

- 5) You will be asked to enter your email and to create a password, or to login if you have previously registered under a different case.

The image shows two forms side-by-side. The top form is titled "Register a new account" and has fields for "email" (with a sub-label "Your email Address"), "cell phone", and "password". Below the password field is a note: "8 or more characters, upper and lower case letters, at least one digit or special character." The bottom form is titled "Already Registered? Please log in." and has fields for "email" (with a sub-label "Your email Address") and "password". Below the password field is the same note as above. A "SUBMIT" button is centered below both forms.

- 6) After all parties complete these steps, you will be able to enter the ODR service.

- 7) Alternative registration method:

*Go to the Court's ODR website and enter your case number exactly as it appears on your court documents.

The image shows a screenshot of a court's ODR website. At the top left, it says "Welcome" followed by "Your Court's Name" and a message: "is happy to offer Online Dispute Resolution to you as a free service provided by the court. Online Dispute Resolution is an easy and convenient way to resolve a dispute from your computer or mobile device saving everyone time and resources of a lawsuit and going to court." To the right, there is a box labeled "Existing Users" with a "LOG IN" button. Below the welcome message is a search section with a magnifying glass icon and the word "Search". There is a text input field labeled "Case Number" containing "CASE NUMBER XXZ" and a "SEARCH" button. Below the search results, there is a navigation bar with "Home", "About", and "FAQ" links. The main content area shows "1 Result Found" and a box titled "My Cases" with the following details: "Reference Number: FC91682574219", "Case Number: Case Number XXZ", "Case Created Date: Mon Jun 27 08:22:54 EDT 2022", "Case Type: FAMILY", and "Agreement Type: Parenting Plan". To the right of this box are two buttons: "REGISTER AS JOHN PLAINTIFF" and "REGISTER AS JAIME DEFENDANT".

*Hit "search."

*You will be directed to a page where you can select "to register"

*Follow steps 2 through 5 above.

Step Two: Prepare to Discuss the Issues

- 1) Both parties do not have to be in the ODR platform at the same time. If you are not in the platform at the same time, you will receive an email notification when the other party has left a message in the conversation. If it works with your schedules, you can both be in the platform at the same time, which might be a faster way to work through your agreement.
- 2) Prior to starting your negotiations, familiarize yourself with the issues that will need to be discussed and agreed upon to create the appropriate agreement(s).
- 3) See your court's website for information about the items that need to be addressed.
- 4) See the court's home tab on the ODR platform for Local Court ODR Materials, as provided by your court.
- 5) Review the affidavits that you filed with the court, including the Affidavits of Income and Expense, and Affidavits of Property and Debts, and the court's standard order(s) of parenting time.
- 6) Review Ohio Supreme Court Forms 19, 20 and 21 on the Ohio Supreme Court's website to see what items will be addressed in this ODR service.

Step Three – Enter the ODR Platform

- 1) When you enter the ODR platform, you will see three tabs on the page: "Status" "Conversations," and "History."
- 2) Only select "Opt Out" if you wish to permanently exit the ODR platform and have your case returned to the court's regular docket.

[Status](#) [Conversations](#) [History](#)

In Progress

Thank you for using our online dispute resolution (ODR) platform to begin the process of resolving the issues for which you are seeking court involvement. You may choose to work through all the questions without the assistance of a mediator, or please feel free to select the mediator option below if you would like a mediator to assist you.

Online dispute resolution allows you and the other party to resolve a dispute 24/7 from your computer or a mobile device.

What is the Status Tab for? It informs you of the current status of your mediation and presents options to you. You can review and sign an agreement, request a mediator, or terminate your online session.

What is the Conversations Tab for? This tab takes you to the conversation space where you chat with the party and tell them your thoughts on how you want to resolve your matter. If there is a message for you, we'll notify you via email/text. Click on the Conversation Tab above to begin resolving your dispute. If the other party is not online, just go ahead and leave them a message.

What is the History Tab for? The History Tab contains a timeline of your mediation, each party's initial statements, details of the dispute, and other important documents.

How do I request a mediator to help facilitate the conversation? If you would like a mediator to facilitate the conversation, select the option below and we will provide you with a mediator.

How do I write an agreement? Once you and the other party have reached an agreement, then either party can select "Draft your agreement" and we will draft an agreement for both parties to electronically sign.

To log out of this session in online dispute resolution, click "Log out" in the top right corner of the page.

Your court's contact information will be located here.

Draft Your Agreement

Mediator Assistance

Opt Out

Step Four: Conversation

- 1) Start in the conversations tab. This is a place for you and the other party to discuss the items that may be agreed upon in your divorce.

Status **Conversations** History

EVERYONE

Welcome!

Here's how the conversation space works:

- o You and the other party send messages to each other to discuss ideas for resolution.
- o You will receive an email or text message alert when a new message is pending in the Conversation Tab. You can log in to read and reply to the message.
- o You can attach a file(s)
- o A mediator can be requested to help you and the other party negotiate. Use the "Request Mediator" button under the Status Tab.
- o If you and the other party reach an agreement, please refer to the "Status" tab and select the option to write and agreement.

Messages and files exchanged in this channel will be shared with everyone.

[Attach Files](#)

SEND

- 2) When you and the other party discuss your case using this conversations tab, you can both see the conversation. The court administrator monitoring the progress of the case and the mediator assigned to the case can also see the conversation. Nobody else, including the Judge and Magistrate, can see the conversation.
- 3) When you are in the next stage, drafting the agreement, you can still return to the conversation tab at any time for further discussion or to clarify things in your agreement.
- 4) Use the "Attach File" option to share documents with the other party and/or the mediator. Documents shared in the conversation space will not be sent to the court or filed in the case.
- 5) The chat may be long. You can use "CTRL F" to search the chat for a topic.
- 6) When you have finished the conversation, go to the status tab, and select "Draft an Agreement."

Step Five: Draft an Agreement

- 1) When you are ready to draft your joint agreement, go to the status tab, and select “Draft an Agreement” and “Submit”.

Status Conversations History

In Progress

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Online dispute resolution allows you and the other party to resolve a dispute 24/7 from your computer or a mobile device.

What is the Status Tab for? It informs you of the current status of your mediation and presents options to you. You can review and sign an agreement, request a mediator, or terminate your online session.

What is the Conversations Tab for? This tab takes you to the conversation space where you chat with the party and tell them your thoughts on how you want to resolve your matter. If there is a message for you, we'll notify you via email/text. Click on the Conversation Tab above to begin resolving your dispute. If the other party is not online, just go ahead and leave them a message.

What is the History Tab for? The History Tab contains a timeline of your mediation, each party's initial statements, details of the dispute, and other important documents.

How do I request a mediator to help facilitate the conversation? If you would like a mediator to facilitate the conversation, select the option below and we will provide you with a mediator.

How do I write an agreement? Once you and the other party have reached an agreement, then either party can select "Draft your agreement" and we will draft an agreement for both parties to electronically sign.

To log out of this session in online dispute resolution, click "Log out" in the top right corner of the page.

Your court's contact information will be located here.

Draft Your Agreement

If you and the other party are in agreement, select this option to enter the terms of your agreement.

 If you would like a mediator to enter the terms into an agreement, select **Mediator Assistance** instead of this option.

Mediator Assistance

Opt Out

- 2) On the next page, select “Draft an Agreement,” again, and select the type of agreement you would like to draft.

Status Conversations History

Draft Agreement

You or the other party are welcome to draft an agreement using the options below. If you change your mind or decide that you need assistance, then please select the option for mediator assistance.

Draft an agreement

 Only select this if you have used the conversation channel to reach an agreement with the other party without mediator assistance.

Additional contractual and legal content and disclaimers will be included in the final version of the agreement which will be viewable after all information is entered and the information saved. You are responsible for reviewing the agreement in its entirety prior to signing.

Shared Parenting Plan

Mediator Assistance

Opt Out

- 3) Only one party should draft the agreement. The other party can see and review the agreement before it is final. If the party does not agree to some items, they can reject the agreement.

- 4) The rejected agreement will go back to the party drafting it for further discussion and/or revision.
- 5) While it is possible for both parties to draft an agreement at the same time, only one agreement should be submitted to the court.
- 6) To draft the agreement, enter the names of the Plaintiff and Defendant using the drop-down boxes.

Shared Parenting Plan

Use the drop-downs to Add Parties to the Agreement

PLAINTIFF ▼

DEFENDANT ▼

Complete Form Information

Court Case Number
Case Number XXZ

Agreement Date
06-27-2022
Date of Agreement:
6/27/2022

PARENTS' RIGHTS
Please read the following and note any exceptions below. Parents have:

- A. The right to participate in major decisions concerning the child(ren)'s health, social situation, morals, welfare, education, and economic environment.
- B. The right to reasonable telephone contact with the child(ren) when they are with the other parent.
- C. The right to participate in the selection of doctors, psychologists, psychiatrists, hospitals, and other health care providers for the child(ren).
- D. The right to authorize medical, surgical, hospital, dental, institutional, psychological, and psychiatric care for the child(ren) and obtain a second opinion regarding medical conditions or treatment.
- E. The right to be notified in case of an injury to or illness of the child(ren).
- F. The right to be present with the child(ren) at medical, dental, and other health-related examinations and treatments, including, but not limited to, psychological and psychiatric care.
- G. The right to inspect and receive the child(ren)'s medical and dental records and the right to consult with any treating physician, dentist, and/or other health care provider, including, but not limited to, psychologists and psychiatrists.
- H. The right to consult with school officials concerning the child(ren)'s welfare and educational status, and the right to inspect and receive the child(ren)'s student records to the extent permitted by law.
- I. The right to receive copies of all school reports, calendars of school events, notices of parent-teacher conferences, and school programs.
- J. The right to attend and participate in parent-teacher conferences, school trips, school programs, and other school activities to which parents are invited.
- K. The right to attend and participate with the child(ren) in athletic programs and other extracurricular activities.
- L. The right to receive notice of the other parent's intention to relocate.

Provide number of adult children not under any mental or physical disability.

Provide text: _____ ↗

Provide number of minor and/or handicapped children incapable of support or maintaining themselves:

Provide text: _____ ↗

Provide the names and date of birth of each minor child(ren) and/or mentally or physically disabled child(ren) incapable of supporting or maintaining themselves:

Provide text: _____ ↗

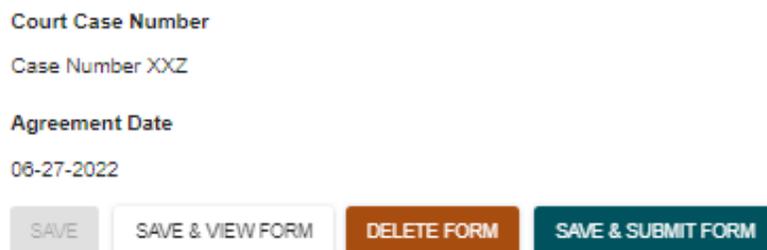
- 7) While drafting the agreement, you will be asked a series of questions. Your answers will be incorporated into your final agreement. Please make sure you answer the questions completely. The language you type in the answer will appear in your finalized agreement. Make sure your dates are correct.
- 8) You do not have to answer every question the first time you work on the agreement. Hit "Save and Generate" before leaving the ODR site. This will save your document; you may return to the case and revise the information later.
- 9) When you are filling in answers, you will have four lines of text per entry box. If you need more space, you can type in "attached as Exhibit __," and submit the exhibit separately to the court to be attached to your finalized agreement.
- 10) If you want the assistance of a mediator, you may select this option at any time.
WARNING IF YOU SELECT A MEDIATOR'S ASSISTANCE, this may erase any

information you have put into your draft agreement. If you have reached agreements and started entering them into an agreement, before asking for assistance from a mediator, select “Save and Generate,” then print to PDF the agreement and save it. You will then have a record of your agreement that can share as an attachment in the conversation tab with the mediator. This will allow the mediator to see what agreements have already been reached.

- 11) If you want to use the court’s standard order of parenting time, the agreement will state that it is attached. You do not have to attach the document to the agreement. Make sure that you are familiar with and agreeing to your county’s standard order of parenting time before stating this in your agreement.
- 12) After you have finished answering all the questions for your agreement, the party entering the answers should hit “Save and Generate” at the bottom of the page. The party drafting the agreement can see all the answers. You may edit the answers without having to draft a new agreement.



- 13) When you are satisfied with the draft agreement, hit “Save and View.” This will put the answers you submitted into an agreement memorandum. Use the arrow at the top left hand of the screen to see the agreement memorandum. If the agreement memorandum is signed by both parties, this is the final document that will be submitted to the court for review.
- 14) After you hit “Save and Submit,” the agreement memorandum will be sent to the other party to review and sign. **WARNING:** The agreement will be long. It is your responsibility to review the entire agreement before you sign.



- 15) Each party may reject the document and provide comments in the designated area as to why they do not agree. To see the reason the agreement was rejected, go to the History tab. The party who drafted the agreement can go to the Status page,

make changes to the agreement, and hit “Save and Submit” for re-review and signatures.

Status **Conversations** **History**

6/22/2022 10:31 AM EDT

Name has rejected the agreement.

Rejection Comments:
FOr whatever reason

6/22/2022 10:29 AM EDT

Name has signed the agreement.

[View Agreement](#)

- 16) Once the agreement has been signed by both parties, it cannot be changed by either party.
- 17) The agreement will be submitted to the court for review after both parties have signed it. The parties should sign one, complete agreement. If not all portions of the agreement are completed, submit the signed partial agreement, and let the court know you have reached a partial agreement.

Remember, you must appear at all scheduled Court dates unless you hear otherwise from the Court.