

PORTAGE COUNTY COMMON PLEAS COURT  
JILL FANKHAUSER CLERK  
203 WEST MAIN STREET  
RAVENNA OH 44266  
PHONE NUMBER (330) 297-3644  
FAX NUMBER (330) 297-4554  
WWW.CO.PORTAGE.OH.US

WHEN FILING A NEW CASE IN COMMON PLEAS COURT,  
IT HAS TO BE DESIGNATED AS ONE OF THE FOLLOWING:

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**CIVIL DESIGNATIONS**

- A. PROFESSIONAL TORT
- B. PRODUCT LIABILITY
- C. OTHER TORT
- D. WORKERS COMPENSATION
- E. FORECLOSURE
- F. ADMINISTRATIVE APPEAL
- H. OTHER CIVIL

**DOMESTIC DESIGNATIONS**

- A. DIVORCE/WITH CHILDREN
- B. DIVORCE/WITHOUT CHILDREN
- C. DISSOLUTION/WITH CHILDREN
- D. DISSOLUTION/WITHOUT CHILDREN
- E. CHANGE OF CUSTODY
- F. VISITATION ENFORCEMENT OR  
MODIFICATION
- G. SUPPORT ENFORCEMENT OR  
MODIFICATION
- H. DOMESTIC VIOLENCE
- I. URESA

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\_\_\_\_ PLEASE CHECK IF THIS CASE IS: VIOLATION OF OHIO MORTGAGE BROKER ACT  
OHIO REVISED CODE 1345.09(E)

THE CASE DESIGNATION SHOULD APPEAR DIRECTLY ON THE FRONT OF THE COMPLAINT.  
THE CASE **CANNOT** BE FILED IF THE CASE DESIGNATION IS NOT ON THE COMPLAINT.  
YOU **DO NOT** HAVE TO DO A SEPARATE DESIGNATION SHEET.

IT IS NOT NECESSARY TO FILE THE COMPUTER INFORMATION SHEET ON ANY FILINGS.