to the Job and Family Services. Counsel preparing such order shall provide an additional copy to be filed with the Job and Family Services.

3.

a. When the Court issues or modifies a support order, the Job and Family Services shall collect the appropriate poundage fees pursuant to Section 2301.35(H) (1) of the Ohio Revised Code. The Job and Family Services shall also cause all existing support orders to conform with the provisions of Ohio Revised Code Section 2301.35(H) (1) by December 31st, 1988.

b. The Court, without hearing or motion, shall order amended any child support order that does not comply with the requirements of Ohio Revised Code Section 2301.35 without serving notice to the obligor or to the obligor's employer of said amendment.

c. Any payments made directly to the obligee or the child will not be allowed as credit for payments ordered paid through the Ross County Job and Family Services.

4. Effective November 1, 1993, a fully completed Ross County Job and Family Services information memo, a copy of which is attached hereto, must accompany any final divorce decree and any post-decree journal entry which orders, modifies or terminates child or spousal support. Further, counsel shall submit a copy of any such decree or journal entry for the Job and Family Services. The Clerk of this Court shall refuse for filing any such decree or journal entry not accompanied by a copy for Job and Family Services and a fully completed Job and Family Services memo.

After receipt of the fully completed Job and Family Services memo and Job and Family Services copy of the decree or journal entry, the Clerk shall then forward these documents to the Job and Family Services by placing them in the CSEA box at the office of the Clerk of Courts.

21.10 COMPANIONSHIP SCHEDULE

Companionship is a time for children to do things with the parent they do not live with. Activities you can do with them or skills you can teach them help the time be rewarding. Helping the children find friends in your neighborhood also helps make it like home for them.

Liberal companionship arrangements are encouraged, as contact with both parents is important to the children. Specific items in the Journal Entry take precedence over this schedule. Changes or modifications can be made by the Court if need for such is shown. This schedule does not affect support payments.

COMPANIONSHIP BETWEEN THE CHILDREN AND NON-RESIDENTIAL PARENT SHALL TAKE PLACE AT SUCH TIMES AND PLACES AS THE PARTIES MAY AGREE, BUT WILL NOT NORMALLY BE LESS THAN:

1. **Weekends**: Alternate weekends from Friday at 6:00 p.m. until Sunday at 6:00 p.m. This alternating weekend schedule shall not change, even if interrupted by holiday and birthday, summer and/or vacation companionship.
2. **Weekdays:** (One or Two) weekday evenings per week from 6:00 p.m. to 9:00 p.m.
3. **Extracurricular Activities:** Regardless of where the children are living, their continued participation in extracurricular activities, school related or otherwise, shall continue uninterrupted. It shall be the responsibility of the parent with whom they are residing at the time of the activity to provide the physical and economic cost of transportation to these activities. The residential parent shall provide the non-residential parent with:

   Notice of all extracurricular activities school related or otherwise, in which the children participate;

   Schedules or all extracurricular activities (handwritten by the residential parent if no formal schedule is provided by the activity); and

   The name of the activity leader (including address and telephone number if reasonably available to the residential parent).

4. **Holidays and Birthdays:**

In odd-numbered years, Mother has:

New Year's Day;

Spring Break;

Memorial Day,

Labor Day,

Christmas Eve; and

The first half of Christmas Break.

In odd-numbered years, Father has:

Martin Luther King's Day;

Easter;

Fourth of July;

Thanksgiving;

Christmas Day; and

The second half of Christmas Break.

In the even-numbered years, the schedules are reversed.

a. The alternating weekend companionship shall not be interrupted as a consequence of the holiday schedule. But for any holiday falling on a Thursday or Friday, if the weekend immediately preceding or following the holiday and the holiday companionship are spent with the same parent, there is no need for that parent to return the child to the other parent that evening and then pick them up the next morning, rather a holiday falling on a Friday, companionship commences Friday a.m. to Sunday evening or a holiday falling on a Monday commences Friday evening to Monday evening.

b. **Mother's Day and Father's Day and, the parents' birthdays** only when they fall on a Saturday or Sunday, to be spent with the appropriate parent. These are as agreed or 10:00 a.m. to 7:00 p.m. These do not have to be made up.

c. **Other days of special meaning**, such as religious holidays, etc., should be decided together, written into the Court Order, and alternated as above. These do not have to be made up.

d. **Hours for parents who cannot agree** are as follows:

New Years Day (9:00 a.m. to 7:00 p.m.);

Martin Luther King's Day (9:00 a.m. to 7:00 p.m.);

Spring Break (6:00 p.m. the Friday school is out to 7:00 p.m. the day before school recommences, to be coincidental with the days of the school vacation and not to interfere with school);

Easter (8:00 a.m. to 7:00 p.m.);

Memorial Day (9:00 a.m. to 9:00 a.m. the next day, not to interfere with school);

July 4th (9:00 a.m. to 9:00 a.m. the next day);

Labor Day (9:00 a.m. to 9:00 a.m. the next day, not to interfere with school);

Thanksgiving (9:00 a.m. to 9:00 a.m. the next day);

Christmas Eve (9:00 p.m. December 23 to 9:00 p.m. December 24);

Christmas Day (9:00 p.m. December 24 to 9:00 p.m. December 25);

Christmas Break

First half commences at 8:00 a.m. the day Christmas Break begins, continuously, unless interrupted by Christmas Eve and Christmas Day, through half of the vacation break, which may be at noon if the number

of days in Christmas vacation are an odd number or 9:00 p.m. if the school vacation has an even number of days;

Second half commences at noon of the middle day of the break if the break has an odd number of days or 9:00 p.m. the last day of the first half of the break if the break has an even number of days to 9:00 a.m. New Year's Day.

Christmas Eve, Christmas Day and New Year's Day are to be exercised independently from the Christmas Break companionship and shall be spent with the designated parent.

To calculate the Christmas Break, the parties shall add all days of the Christmas Break, excluding the day the children are out of school and the day they return to school but including all weekdays and weekend days that fall during the break, the children are off school (again excluding Christmas Eve Day, Christmas Day and New Year's Day) and divide the total in half.

The Christmas break companionship shall be consecutive days, except as interrupted by Christmas Eve, Christmas Day.

e. **Forty eight (48) hour notice** should be given by the parent with whom the holiday is being spent for any arrangements for out of town travel on the holidays or of a change in pick-up/return times.

f. **The children's birthdays** should be alternated per child, between the parents and on an annual basis. Hours for parents who cannot agree are 4:00 p.m. to 8:00 p.m. Brothers and sisters attend the birthday event. These do not have to be made up.

5. **Waiting:** The children and residential parent have no duty to await the visiting parent for more than thirty (30) minutes of the companionship time. A parent who is late forfeits companionship for that period.

6. **Cancellation**: The non-residential parent should give twenty four (24) hour notice to cancel. The time canceled by the non-residential parent is forfeited.

7. **Illness**: If a child is ill, the residential parent should give twenty four (24) hour notice, if possible, so appropriate plans can be made. However, if more than one day of any companionship, weekend, holiday/birthday, or vacation is missed due to non-emergency

and/or non-critical illness, then any missed companionship shall be made up as soon as practicable.

8. **Summer**: The non-residential parent shall have companionship with the children for the last half of the summer each year. The summer school vacation is defined as the entire summer school vacation, commencing the day after the children are out of school and continuing until seven (7) days before school begins. The number of intervening weeks (full and/or partial) shall be divided by two, and the non-residential parent shall have the last half of the summer as companionship with the children.

   During the summer companionship, the residential parent receives weekday companionship as afforded the non-residential parent the rest of the year. The alternating weekends continue during the non-residential parent's summer companionship, without interruption.

9. **Vacation**: Each parent may arrange an uninterrupted vacation of not more than two weeks with the children. The non-residential parent shall schedule this during his/her one-half (1/2) summer companionship period, and the residential parent shall schedule this at a time other than the non-residential parent's one-half (1/2) summer companionship. A general itinerary of the vacation shall be provided for the other parent, including dates, locations, addresses, and telephone numbers. Holiday and birthday celebrations with either parent shall not be missed, requiring scheduling of the vacation around these events or that the missed occasion be made up. Alternate weekends are missed during vacation, and are therefore not required to be made up.

10. Upon either parent learning or determining, whichever first occurs, that he/she will be moving, he/she shall immediately notify the other parent except in those circumstances wherein notice is not required by R.C. 3109.051(G) and provide the other parent with the moving date, new residence address and telephone number, and such other pertinent information necessary to effectuate a smooth move for the children. The parents shall attempt, in good faith, to renegotiate an appropriate and beneficial new companionship schedule. But if they are unable to do so, the non-residential parent shall, at a minimum enjoy the existing companionship schedule for distances under three hours or the long distance companionship for the distances longer than three hours, including the sharing of physical and monetary costs of transportation and telephone expenses until a Court Order modifying companionship is entered.

11. **Access to Records**: Both parents shall have access to all medical, dental, optometric, psychiatric and psychological records of the minor children and may consult with any

treating physician, dentist or other health care provider to the children. Both parents shall retain the authority to consent to any necessary emergency medical treatment for the children. Each parent shall notify each other of any health problems of the children. Both parents shall have access to the children's school records. Both parents shall have the right to participate in parent-teacher conferences, school trips, school programs and other school events in which parents are invited to participate. The parent receiving the grade card shall give a copy to the other parent within three (3) days of receipt.

Both parents shall have access to babysitting, day care, nursery school and/or latch key records of the children. Either parent shall execute any authorizations or releases necessary to release the records to the other. Both parents shall have access to all religious records of the children. Both parents shall have the right to participate and attend all religious activities of the children.

12. **Telephone Access**: The children must be allowed to communicate by telephone, one time per week, with both parents, regardless of with whom the child is currently residing. Both parents shall permit no less than one-half hour conversations. The party with whom the children are residing at the time of the call shall bear the expense unless the children are permitted to telephone the other parent collect. The children may call either parent, collect, with the agreement of the parent being called, at any and all reasonable times as he or she wishes.
13. **Make-up Companionship**: Any make-up companionship required by this schedule shall occur the first weekend of the other parent immediately following the missed companionship and shall continue during the other parent's weekends until made-up in full, including partial weekends.
14. **Current Address and Telephone Number**: Each parent must keep the other informed of his/her current address and telephone number at all times.
15. **Car Seat**: For any and all children required by law to ride in a car seat, the parents shall transfer the car seat with the child as companionship exchanges occur.
16. **Clothing**: The residential parent is responsible for providing sufficient appropriate clean clothing for every companionship period, based on the lifestyle of the residential parent and child. If the planned companionship activities require special or unusual clothing needs, the non-residential parent must notify the residential parent at least two (2) days in advance of the companionship period. If the child does not have the type of clothing requested, the residential parent is under no obligation to comply with the request. All clothing sent by the

residential parent must be returned immediately after the companionship period. The non-residential parent is not required to return the clothing washed and cleaned, unless the residential parent has companionship with the children for a period in excess of four (4) days. Additionally, any clothing purchased by the non-residential parent and which the children are wearing upon their return to the residential parent after companionship, shall be returned by the residential parent to the non-residential parent at the next companionship period. If the next companionship period is longer than seven (7) days, then the clothing returned to the non-residential parent must be washed and cleaned.

21.11 COMPANIONSHIP SCHEDULE
(For Long Distance Travel – Over 150 Miles One Way)

Companionship is a time for children to do things with the parent they do not live with. Activities you can do with them or skills you can teach them help the time be rewarding. Helping the children find friends in your neighborhood also helps make it like home for them.

Liberal companionship arrangements are encouraged, as contact with both parents is important to the children. Specific items in the Journal Entry take precedence over this schedule. Changes or modifications can be made by the Court if need for such is shown.

COMPANIONSIHIP SHALL BE AT SUCH TIMES AND PLACES AS THE PARTIES MAY AGREE. HOWEVER, WHENEVER "REASONABLE COMPANIONSHIP" FOR A NON-RESIDENTIAL PARENT APPEARS IN AN ENTRY IT SHALL NOT NORMALLY BE LESS THAN:

1. **Christmas**: Christmas vacation, excluding Christmas Eve and Christmas Day, will be divided in half and alternated annually, by half, between the parents. Additionally, Christmas Eve and Christmas Day shall be alternated annually between the parents.
2. **Spring Break**: School vacation (the Friday school is out to the day before school recommences, to be coincidental with the days of the school vacation and not to interfere with school) in odd-numbered years or the Saturday before Easter to the Saturday after Easter for preschoolers with no school-aged siblings.
3. **Alternative Holiday Plan**: Those who wish more frequent contact, and who develop a plan to pay for the transportation, can have:

   Half of Easter vacation;

   Half the summer;

Alternate-year Thanksgiving; and

Half of the Christmas vacation each year.

The holidays themselves must be alternated, as the parties agree, or Easter and Thanksgiving in the odd-numbered years and Christmas in the even-numbered years for the non-residential parent.

4. **Summer**: One-half (1/2) of the school summer vacation. Summer school necessary to the child(ren) to pass to the next grade must be attended. The residential parent shall notify the non-residential parent by March 15 of when the summer vacation begins and ends. The non-residential parent must notify the residential parent as to their intentions by April 15.
   - **a.** If the parties cannot agree which half of the summer they prefer, in the even-numbered years, the first half of the summer shall be spent at the non-residential home, and in the odd-numbered years, the second half.
   - **b.** The children must be allowed to communicate, by telephone, one time per week with both parents, regardless of with whom the child is currently residing. Both parents shall permit no less than one-half (1/2) hour conversations. The calling party shall bear the expense. The children may call either parent, collect, at any and all reasonable times as he or she wishes.
   - **c.** A general itinerary should be provided either parent if more than two (2) days will be spent away from either home when the children are in that parent's care.
5. **Vacations**: Each parent may arrange an uninterrupted vacation of not more than two weeks with the children. A general itinerary of the vacation shall be provided for the other parent, including dates, locations, addresses and telephone numbers.
   - **a.** Vacation is defined as a trip away from the parents' home. It does not include a parents' vacation time off from work where that parent spends time at home.
   - **b.** Summer school necessary for the child to pass to the next grade must be attended.
6. **Additional Companionship**:
   - **a.** Weekend: A once-a-month, weekend visit to the non-residential home will be permitted if the child's traveling time does not exceed three hours one way. The residential parent must be notified at least one week in advance.
   - **b.** Father's Day and Mother's Day can always be spent with the appropriate parent.
   - **c.** The non-residential parent shall notify the residential parent at least two days in advance of any time the non-residential parent will be in the area and wants a companionship period. Absent extraordinary circumstances, this companionship shall occur.

d. The residential parent must notify then non-residential parent at least two days in advance when the residential parent and child(ren) will be in the area of the non-residential parent, and companionship must be allowed.

7. **Transportation**: Responsibility for transportation costs should be decided in advance and a plan written into an Order of the Court. The costs of transportation, in the appropriate case, may be a basis for deviation from the child support schedule.
8. **Moving**: Upon either parent learning or determining, whichever first occurs, that he/she will be moving, he/she shall immediately notify the other parent and provide the other parent with the moving date, new residence address and telephone number, and such other pertinent information necessary to effectuate a smooth move for the children. The parents shall attempt, in good faith, to renegotiate an appropriate and beneficial new companionship schedule. But if they are unable to do so, the non-residential parent shall, at a minimum, enjoy the existing companionship schedule for distances under three hours or the distance companionship for distances longer than three hours, including the sharing of physical and monetary costs of transportation and telephone expenses until a Court Order modifying companionship is entered.
9. **Access to Records**: The non-residential parent shall have access to all medical, dental, optometric, psychiatric and psychological records of the minor children and may consult with any treating physician, dentist or other health care provider to the children. The residential parent shall execute any authorizations or releases necessary to release these records and documents to the non-residential parent. Each parent shall notify each other of any health problems of the children. The non-residential parent shall have the same access as the residential parent of the children's school records. The non-residential parent shall have the right to participate in parent-teacher conferences, school trips, school programs, and other school events in which parents are invited to participate. The parent receiving the grade card shall give a copy to the other parent within three (3) days of receipt.
10. **Current Address and Telephone Number**: Each parent must keep the other informed of his/her current address and telephone number at all times.
11. **Modification**: This schedule can be changed or modified by the Court if need for such is shown.
12. **Car Seat**: For any and all children required by law to ride in a car seat, the parents shall transfer the car seat with the child as companionship exchanges occur.

13. **Clothing**: The residential parent is responsible for providing sufficient appropriate clean clothing for every companionship period, based on the lifestyle of the residential parent and child. If the planned companionship activities require special or unusual clothing needs, the non-residential parent must notify the residential parent at least two (2) days in advance of the companionship period. If the child does not have the type of clothing requested, the residential parent is under no obligation to comply with the request. All clothing sent by the residential parent must be returned immediately after the companionship period. The non-residential parent is not required to return the clothing washed and cleaned, unless the residential parent has companionship with the children for a period in excess of four (4) days. Additionally, any clothing purchased by the non-residential parent and which the children are wearing upon their return to the residential parent after companionship, shall be returned by the residential parent to the non-residential parent at the next companionship period. If the next companionship period is longer than seven (7) days, then the clothing returned to the non-residential parent must be washed and cleaned.

21.12 MANDATORY PARENT EDUCATION CLASS

In any divorce or dissolution in which minor children are involved, any motion for change of custody, or modification of companionship filed on or after March 1, 1995, both parents, or, if ordered by the Court, any legal guardian or custodian of any minor child involved in such filing shall attend the Ross County Divorce/Parenting Education classes provided by Adena Regional Medical Center. The Court may also order attendance of the program in any other type of domestic case involving minor children.

Attendance shall not be required if the person seeking excuses from attendance has attended the class within two years from the filing of the divorce, dissolution, motion for change of custody or to modify companionship; or if the person seeking excuse from attendance resides outside of Ross County and furnishes proof in a manner satisfactory to the Court, including, but not limited to, a certificate of completion of a class similar to the parenting class offered by the Adena Regional Medical Center if attendance at that class is approved by the Court prior to the completion of the class by the person seeking to be excused from attendance, or by motion for good cause shown.

Both parents or any other party ordered to attend the class shall attend within sixty (60) days of the filing of the divorce, dissolution, change of custody, or modification of companionship. The parties or their counsel shall make arrangements with the program. Program fees shall be