

## UNCONTESTED DIVORCE WITH CHILDREN

**STEP 1 Complete** the *Domestic Relations Information Sheet, Uncontested Petition for Dissolution of Marriage, Parenting Plan, Child Support Agreement, Verified Marital Settlement Agreement, and Final Decree of Dissolution of Marriage*. The Petition, Marital Settlement Agreement, and Final Decree need to be notarized. There are several notaries public located in the Courthouse.

**STEP 2** You will need the original and two copies of all documents you have completed for filing. There is a fee of 35 cents per page for copies made in the Clerk's Office, or you can make your own copies somewhere else.

**STEP 3 File** your documents with the Clerk's Office on the first floor of the Courthouse. The Clerk's Office will keep the original documents for the court file.

There is a **filing fee of \$137.00** which is required to open your divorce case. The Clerk's Office only accepts cash, cashiers check or money order.

If you cannot afford to pay the fee you may file a *Motion and Affidavit for Free Process*, before you file the Petition. This form is available at the Self Help Center.

**STEP 4** When you file your documents, the Clerk's Office will assign your divorce case a judge and a case number. The Clerk's Office will keep the original documents for the Court file. Two endorsed (stamped) copies of the documents which have been filed will be returned to you. You will keep a copy for your records and give a copy to the other party.

**STEP 5 Go to** the office of the judge assigned to your case. **Give** the judge's assistant your copy of your endorsed *Petition for Dissolution of Marriage, Parenting Plan, Child Support Agreement, and Verified Marital Settlement Agreement* along with the *Final Decree*. The judge will then review your documents. If your documents have been completed properly, and the judge does not see a problem, the judge will sign the Final Decree. If there is a problem, the judge may schedule a hearing to resolve it. Your documents will be returned to you.

**STEP 6** After the judge signs the *Final Decree*, **file** the *Final Decree* with the Clerk's Office. **IT IS VERY IMPORTANT THAT YOU DO NOT LEAVE THE BUILDING WITHOUT FILING THE FINAL DECREE. YOUR DIVORCE IS NOT FINAL UNTIL YOU FILE THE FINAL DECREE.** In some cases a certified copy of your Final Decree may be needed. The Clerk's Office will certify your documents for a fee of \$1.50 per certification.