**SELF-SERVICE CENTER**

**PROCEDURES:** **HOW TO FILE PAPERS WITH THE COURT**

**FOR DISSOLUTION OF A NON-COVENANT MARRIAGE (DIVORCE) –**

**WITH MINOR CHILDREN**

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| **STEP 1:** | **COMPLETE THE** “*Family Court / Sensitive Data Coversheet with Children”* (DRSDS10F).  (Do not copy this document.) | |
| **STEP 2:** | **MAKE 2 COPIES OF THE FOLLOWING DOCUMENTS AFTER YOU HAVE FILLED THEM OUT:**   * *“Summons”* (DR11F) * *“Preliminary Injunction”*(DR14F) * *“Petition for Dissolution of Non-Covenant Marriage (Divorce)With Minor Children”* (DRDC15F) * *“Notice of Your Rights About Health Insurance Coverage When a Petition for Dissolution (Divorce) is Filed”* (DRD16F) * *“Order and Notice to Attend Parent Information / Education Program Class”* (DR12F)  “Affidavit Regarding Minor Children” (DRCVG13F)“Notice Regarding Creditors” (DR16F) | |
| **STEP 3:** | **SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:** | |
|  | **Set 1 - Originals For Clerk of Court:**   * “*Family Court / Sensitive Data Coversheet with Children”* * *“Summons”* * *“Preliminary Injunction”* * *“Petition for Dissolution of Non Covenant Marriage (Divorce)With Minor Children”* * *“Notice of Your Rights About Health Insurance Coverage When a Petition for Dissolution (Divorce) is Filed”* * *“Order and Notice to Attend Parent Information / Education Program Class”* * *“Affidavit Regarding Minor Children”* * *“Notice Regarding Creditors”* | **Set 2 - Copies for Your Spouse:**   * *“Summons”* * *“Preliminary Injunction”* * *“Petition for Dissolution of Non Covenant Marriage (Divorce)With Minor Children”* * *“Notice of Your Rights About Health Insurance Coverage When a Petition for Dissolution (Divorce) is Filed”* * *“Order and Notice to Attend Parent Information / Education Program Class”* * *“Affidavit Regarding Minor Children”* * *“Notice Regarding Creditors”* |
|  | **Set 3 – Copies for You:**   * *“Summons”* * *“Preliminary Injunction”* * *“Petition for Dissolution of Non Covenant Marriage (Divorce)With Minor Children”* * *“Notice of Your Rights About Health Insurance Coverage When a Petition for Dissolution (Divorce) is Filed”* * *“Order and Notice to Attend Parent Information / Education Program Class”* * *“Affidavit Regarding Minor Children”*  *“Notice Regarding Creditors”* | |

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| **STEP 4:** | **FILE THE PAPERS AT THE COURT:**  **GO TO the Clerk of Court filing counter.** The Court is open from 8am-5pm, Monday-Friday. **You should go to the Court at least two hours before it closes.**  **FEES:**  There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court.  Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state check made payable to the “Clerk of Superior Court” are acceptable forms of payment.  If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a ***deferral*** (payment plan) when you file your papers with the Clerk of the Court. **Deferral Applications** are available at **no charge** from the Self-Service Center.  **PAPERS:** Hand all three (3) sets of your court papers to the Clerk along with the filing fee.  **MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:**   * Your Set of **Copies** * Your Spouse's Set of **Copies** |
| **STEP 5:** | **READ** the packet called “**Service of Court Papers**” that applies to your situation.  This will explain how to serve the other party.  **REMEMBER** to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served. |