**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”*
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|  | **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**
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| **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. |