

SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE PAPERS WITH THE COURT FOR DISSOLUTION OF A NON-COVENANT MARRIAGE (DIVORCE) WITHOUT MINOR CHILDREN

STEP 1: **COMPLETE THE** *“Family Court / Sensitive Data Coversheet”* (DRSDS10F-A).
(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) Without Minor Children”* (DRDA10F)
- *“Notice of Your Rights About Health Insurance Coverage When a Petition for Dissolution (Divorce) is Filed”* (DRD16F)
- *“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”*
- *“Summons”*
- *“Preliminary Injunction”*
- *“Petition for Dissolution of Non Covenant Marriage (Divorce) Without Minor Children”*
- *“Notice of Your Rights About Health Insurance Coverage When a Petition for Dissolution (Divorce) is Filed”*
- *“Notice Regarding Creditors”*

Set 2 - Copies for Your Spouse:

- *“Summons”*
- *“Preliminary Injunction”*
- *“Petition for Dissolution of Non Covenant Marriage (Divorce) Without Minor Children”*
- *“Notice of Your Rights About Health Insurance Coverage When a Petition for Dissolution (Divorce) is Filed”*
- *“Notice Regarding Creditors”*

Set 3 – Copies for You:

- *“Summons”*
- *“Preliminary Injunction”*
- *“Petition for Dissolution of Non Covenant Marriage (Divorce) Without Minor Children”*
- *“Notice of Your Rights About Health Insurance Coverage When a Petition for Dissolution (Divorce) is Filed”*
- *“Notice Regarding Creditors”*

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.

Do not copy
or file this page