



THE HONORABLE  
**GWEN MARSHALL**

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

**COURTS DEPARTMENT ADMINISTRATION**

March 29, 2017

Effective April 3, 2017, our Help Center will sell family law packets of forms to pro se litigants; these forms are also on the Clerk's website in the Forms section. A list of the packets and forms is provided below.

1. SIMPLIFIED DISSOLUTION OF MARRIAGE (12.901) – packet includes petition, indigence application, marital settlement agreement, cover sheet, notice of related cases, summons, process service memo
  - My spouse and I do not have own any property jointly.
  - My spouse and I do not have any minor child(ren) in common.
  - My spouse is not currently pregnant.
  - I will be able to attend the hearing.
  - My spouse and I agree our marriage will not be contested.
  - My spouse and I are not seeking alimony (spousal support).
  
2. DISSOLUTION OF MARRIAGE WITH CHILD(REN) (12.901) – packet includes petition, indigence application, UCCJEA affidavit, parenting plan, notice of SSN, marital settlement agreement, financial affidavit, certificate of compliance, cover sheet, notice of related cases, summons, process service memo
  - My wife is currently pregnant.
  - My spouse and I have minor child(ren) in common.
  - I want to be the primary residential parent of our minor child(ren).
  - My spouse and I want to share parental obligations.
  - My spouse and I agreed on a specific amount for child or spousal support.
  - My spouse is pregnant by another individual.
  
3. DISSOLUTION OF MARRIAGE WITH PROPERTY (12.901) – packet includes petition, indigence application, notice of SSN, marital settlement agreement, financial affidavit, certificate of compliance, cover sheet, notice of related cases, summons, process service memo)
  - My spouse and I own a home, car, land, pet(s), financial debts jointly.
  - I want my spouse to be ordered to pay me proceeds from the sale of our home.
  - I want to remain in the marital home.
  - My spouse and I have agreed to sell our marital assets.
  - My spouse and I purchased stock together.
  - I cosigned for a loan for my spouse to pay off his/her tax liabilities.

4. DISSOLUTION OF MARRIAGE WITHOUT CHILD(REN) OR PROPERTY (12.901) – *packet includes petition, indigence application, notice of SSN, financial affidavit, certificate of compliance, cover sheet, notice of related cases, summons, process service memo*
  - My spouse and I do not own any property jointly.
  - My spouse and I both owned home(s), car(s), boat(s), pet(s) and/or land prior to our marriage.
  - My spouse and I have agreed to resolve all of our assets and/or liabilities prior to filing for divorce.
  
5. TEMPORARY CUSTODY BY EXTENDED FAMILY MEMBER (12.970) – *packet includes petition, indigence application, waiver of service & consent, UCCJEA affidavit, notice of related cases, cover sheet, affidavit of military service, summons, process service memo*
  - My sister/brother passed away and I desire to seek custody of my niece(s)/nephew(s).
  - I have obtained parental consents from both parents to seek custody of their child(ren).
  - DCF told me to file for custody in order to enroll child in school.
  - I tried to enroll my niece(s)/nephew(s) in school and was told I need custody.
  - My sister/brother is currently incarcerated and I want custody of his/her minor child(ren).
  - My brother/sister in active military duty and I want child support.
  - I need to get health/dental insurance for my niece(s)/nephew(s) and I do not have custody.
  
6. MODIFICATION OF CIRCUIT COURT ORDERED CHILD SUPPORT (12.905) – *packet includes petition, indigence application, UCCJEA affidavit, parenting plan, financial affidavit, cover sheet certificate of compliance*
  - I lost my job and I am unable to pay my court ordered child support.
  - I now have permanent custody of my child(ren).
  - I am not working and currently incarcerated.
  - I am disabled and not able to pay my court ordered child support.
  - I have a court order, and the other party and I have agreed to change terms of the existing order.
  
7. MODIFICATION OF SHARED PARENTING/TIME SHARING SCHEDULE (12.905) – *packet includes petition, indigence application, marital settlement agreement, financial affidavit, cover sheet, certificate of compliance*
  - I went to jail and gave temporary custody to my parents.
  - I want to change the terms of the current shared parenting/time sharing schedule.
  - My child(ren) desire to live with their father/mother.
  - My child(ren) reside with their grandparents and I want to become the primary residential parent.

8. UNCONTESTED ANSWER FOR DISSOLUTION OF MARRIAGE WITH PROPERTY AND/OR MINOR CHILD(REN) (12.903) – packet includes answer, indigence application, UCCJEA affidavit, marital settlement agreements, financial affidavit, certificate of compliance
  - I was served by a private process server and/or deputy sheriff.
  - I agree with everything in the paperwork.
  - I wrote a letter requesting a court date to grant the divorce.
  
9. CONTESTED ANSWER FOR DISSOLUTION OF MARRIAGE WITH PROPERTY AND/OR MINOR CHILD(REN) (12.903) – packet includes answer, indigence application, UCCJEA affidavit, marital settlement agreements, financial affidavit, certificate of compliance
  - I disagree with the paperwork and want to know my legal rights regarding property and/or minor child(ren) issues.
  - I will not be able to attend the final hearing.
  - I would like spousal support (alimony).
  
10. ANSWER TO PETITION AND COUNTERPETITION FOR DISSOLUTION OF MARRIAGE WITH DEPENDENT OR MINOR CHILD(REN) (12.903) – packet includes answer, indigence application, UCCJEA affidavit, marital settlement agreement, financial affidavit, certificate of compliance, summons, process service memo
  - I need to respond to a petition for dissolution of marriage with minor or dependent children.
  - I will ask the court for something that is not contained in the petition.
  
11. PATERNITY AND FOR OTHER RELATED RELIEF (12.983) – packet includes petition, indigence application, UCCJEA affidavit, parenting plan, notice of SSN, financial affidavit, certificate of compliance, cover sheet, notice of related cases, summons, process service memo
  - I want custody of our minor child(ren).
  - I want to visit my minor child(ren).
  - I am not sure if I'm the father of our minor child(ren).
  - I was told I needed to amend the father's name on my child(ren) birth certificate.
  - The mother or father of the child(ren) are incarcerated and relatives have the child(ren).
  - I was ordered to pay administrative child support (through DOR) and would like to modify the amount.
  - My driver's license will be suspended and my child support is administrative.
  - I am not the father but have been ordered to pay child support.

12. MINOR, ADULT, OR FAMILY NAME CHANGE (12.982) – *packet includes petitions, indigence application, cover sheet, notice of related cases, summons, process service memo, name change requirements*
- I am 17 years old and want to change my name.
  - My last name on my driver’s license is different from my social security card.
  - I would like the last name to be changed because I have adopted my spouse’s child(ren).
13. EMANCIPATION - *packet includes petition, indigence application, cover sheet, notice of related cases, summons, process service memo*
- My son/daughter will not listen to anything I tell him/her. I want him/her out of my house and would like for him/her to be responsible for him/herself.
  - I am 16 years old and want to live as an adult and my parents said it’s ok.
14. EMERGENCY MOTION FOR CHILD PICK-UP ORDER (12.941)– *packet includes motion, indigence application, cover sheet, notice of related cases*
- To be used in an emergency by a person who
    - has a pre-existing legal right to physical possession of a minor child,
    - has court order awarding legal custody of or timesharing with the child(ren), or
    - is the birth mother of one or more children born out of wedlock
  - No court order has addressed any other person’s parental rights.