

Action

You want to start a new court action

If eligible, you can request a postponement for you to pay upfront costs (to the Clerk and Sheriff). These papers get filed with new court action

Divorce With Children

YOU NEED:
Form-201 Petition
Form 204-Original
Notice
Form 203-Info

YOU NEED:
Form-209
Application
Form 224-
Financial Affidavit

Divorce No Children

YOU NEED:
Form-101 Petition
Form 104-Original
Notice
Form 103-Info

YOU NEED:
Form-109
Application
Form 124-
Financial Affidavit

Custody (Unmarried) Parents

YOU NEED:
Form-401 Petition
Form 404-Original
Notice
Form 403-Info

YOU NEED:
Form-409
Application
Form 424-
Financial Affidavit

After starting a case, you must ensure the other party gets the documents: (1) the petition, (2) original notice for personal service and (3) if requesting a postponement of filing fees, (4) the Application to Defer Costs and the Order Granting the Application. All documents should have a date stamp by the Court at the top of each page.

The process of giving the documents to the other party is called *Service of Process*.

You have 3 options for service of process.

Option 1: An adult who is not you can hand the documents to the other party with a form for the other party to sign that states they received the documents (called *Acceptance of Service*). You must file the signed *Acceptance* in your case.

**YOU NEED:
Form 205-
Acceptance
Form 210-Affidavit**

**YOU NEED:
Form 105-
Acceptance
Form 110-Affidavit**

**YOU NEED:
Form 405-
Acceptance
Form 410-Affidavit**

Option 2: A process server or sheriff's office can give the documents to the other party. If the server or sheriff does not file the Return of Service in your case, then you must file it.

**YOU NEED:
Form 206-
Directions for**

**YOU NEED:
Form 106-
Directions for**

**YOU NEED:
Form 406-
Directions for**

Option 3: When you do not know where the other party lives, you can request the Court's permission to publish the information (called *service by publication*). You must file a notice in your case that this was done. This method has limitations in dissolution/divorce actions.

**YOU NEED:
Form 207-Motion
and Affidavit
Form 208-Original
Notice**

**YOU NEED:
Form 107-Motion
and Affidavit
Form 108-Original
Notice**

**YOU NEED:
Form 407-Motion
and Affidavit
Form 408-Original
Notice**

Action

Divorce With Children

Divorce No Children

Custody (Unmarried) Parents

You need to respond to documents served upon you that include an Original Notice which states "Judgment may be entered against you" if you do not respond within a specified number of days (called *Answer*)

**YOU NEED:
Form 216 –
General Answer**

**YOU NEED:
Form 116 –
General Answer**

**YOU NEED:
Form 416 –
General Answer**

Both legal parents want to make a request for the Court to rule that one parent is not the biological parent and should not be the legal parent of the child (called *Disestablishment*).

**YOU NEED:
Form 212-Joint
Statement**

**YOU NEED:
Form 412-Joint
Statement**

Only one legal parent wants to make a request to the Court to rule that the parent making the request is not the biological parent and should not be the legal parent of the child (called *Disestablishment*).

**YOU NEED:
Form 213-Motion**

**YOU NEED:
Form 413-Motion**

You or someone you know wants to write a statement about your custody case (called *Affidavit*)

**YOU NEED:
Form 221-
Affidavit**

**YOU NEED:
Form 421-
Affidavit**

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**Divorce
With Children**

**Divorce
No Children**

**Custody
(Unmarried) Parents**

You want to make a request that is not covered by another family law form (called a *Motion*)

Examples: change a hearing date, request an order for payment from other party for something (e.g. temporary alimony, child support)

**YOU NEED:
Form 222- Motion**

**YOU NEED:
Form 122- Motion**

**YOU NEED:
Form 422- Motion**

You want to respond to a request made by the other party to the Court (called a *Response*)

**YOU NEED:
Form 223-
Response**

**YOU NEED:
Form 123-
Response**

**YOU NEED:
Form 423-
Response**

You have a final hearing/trial coming up and you want to give the Court your proposal on custody issues

**YOU NEED:
Form 227-Request
for Relief
Form 230-
Proposed
Parenting Plan**

**YOU NEED:
Form 127-Request
for Relief**

**YOU NEED:
Form 427-Request
for Relief
Form 430-
Proposed
Parenting Plan**

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**Custody
(Unmarried) Parents**

You served the other party the Original Notice and Petition, the proof of which is on file with the Court, and the other party has not proceeded in the case, and you want to conclude the case (called *judgment on default*)

YOU NEED:
Form 225-Affidavit of Mailing
Form 226-Notice of Intent
Form 227-Request for Relief
Form 230-Proposed

YOU NEED:
Form 125-Affidavit of Mailing
Form 126-Notice of Intent
Form 127-Request for Relief

YOU NEED:
Form 425-Affidavit of Mailing
Form 426-Notice of Intent
Form 427-Request for Relief
Form 430-Proposed

You and the other party have settled all matters and jointly want to file a final agreement that settles everything

YOU NEED:
Form 228-Agreement
Form 229-Parenting Plan

YOU NEED:
Form 128-Agreement-

YOU NEED:
Form 428-Agreement
Form 429-Parenting Plan