

Dissolution / Paternity / Custody \$102.50 filing fee + service fee

WE RECOMMEND THAT YOU SEEK COUNSEL OF A LICENSED ATTORNEY.

The clerks *can not* help you fill out your forms or advise you on how to proceed.

Be sure to read all the information available before attempting to file this case.

In order to read your forms, use black ink (at least a medium point, gel or felt tip pen).

Your case may be returned to you if we can not read your forms or if the checklist is not completed.

Website: WWW.courts.mo.gov

Go to: Court forms, Family Law Forms, Dissolution of Marriage

You will need:

- 1) Petition, 2) Certificate, 3) Confidential Information, 4) Proposed Judgment,
- 5) Income & Expense Statement, 6) Property & Debt Statement,
- 7) Litigant Awareness Cert. & 8) Redaction Certificate

If you have children, you will need:

- 1) Parenting Plan A & B & 2) Form 14

If the Respondent is agreeable, you will need:

- 1) Respondent's Answers, 2) Respondent must sign the Property & Debt Statement, 3) (Opt) Waiver of Service

Other documents you may need:

Informa Pauperis (Poor person petition)

You will first fill out all the paperwork needed to file

Check for forms that need to be notarized before filing them.

The court will issue a summons

Respondent MUST be served before any action can take place unless a Respondent's Answers were filed.

The summons will be issued to the Sheriff for service or you may arrange to have a Special Process

Server to have the summons served at your expense.

A property grid will be included with the summons paperwork to the Respondent.

If Respondent can not be served, you may request service by publication.

Contact an attorney who can help you with this process.

If there are minor children involved, both the Petitioner & Respondent are required to take the

Focus on Kids class. Go to <http://focusonkids.missouri.edu>.

Uncontested/default hearings will be held on the Court's regularly scheduled domestic trial day.

Requests for trial settings may be requested 30 days after service. These requests must be made in writing with the court. You will be given an option of 3 court dates in writing from the court. You will need the form "Notice of Hearing", you will use it to notify the Respondent and the Court of which pending court date(s) you choose. All parties and their attorneys are to be present at the settlement conference and bring with them, if not previously disclosed, the following documents.

- 1) Form 14, 2) Copy of Federal Tax Return for last two (2) years,
- 3) Copy of the party's last two (2) pay stubs, & 4) Property Grid

**IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR CASE. GO TO CASE.NET
TO CHECK STATUS OF YOUR CASE AT ANY TIME.**

If a request for trial setting is not made within 6 months of filing, the matter will be set on a dismissal docket, you will be notified in writing. Once placed on a dismissal docket, the matter will be either dismissed or a settlement conference date and trial date will be set.

Naturally, the parties are encouraged to settle and dispose their case prior to the trial date.

The Court Staff may:

Check to see if your forms are complete, answer general questions about how the court works, provide a phone # for the local lawyer referral service, provide information on "Focus on Kids" class, community services or domestic violence resources, provide court schedules & how to set a case for hearing, or provide your court file for your review.

The Court Staff may not:

Tell you whether or not you should bring your case to court, tell you what words to use on your forms or what to say in court, give you an opinion about what will happen in your case, let you talk to the Judge, or offer to talk to the Judge for you, or arrange for you to talk to the Judge outside of court or change an order signed by a Judge.

If you have other/further questions:

Contact an Attorney

Dissolution: ProSe Checklist

- Litigant Awareness Program Certificate, you will get this from the website after answering the appropriate questions.
 - Petition, CAFC001
 - All paragraphs completed, questions answered & applicable boxes checked or filled out
 - At least one party resides in this county
 - Attach birth certificates of all children born before the marriage
 - Petitioner must sign this document in front of a Notary.
 - Certificate of Dissolution
 - All paragraphs completed, questions answered & applicable boxes checked or filled out
 - Confidential Information
 - All paragraphs completed, questions answered & applicable boxes checked or filled out
 - Include DOB, SSN, home address`, work address` & same for children
 - Property & Debt Statement, CAFC040
 - All paragraphs completed, questions answered & applicable boxes checked or filled out
 - Page 2, all property checked "Yes" must be listed on Page 4 if being assigned to the Petitioner
 - Page 2, all property checked "Yes" must be listed on Page 5 if being assigned to the Respondent
 - If real property is owned by either party, a copy of all deeds must be submitted
 - Petitioner must sign this document in front of a Notary.
 - You must fill in the Proof of Service
 - If both parties are in agreement, both must sign in front of a Notary.
 - Income & Expense Statement, CAFC050
 - All paragraphs completed, questions answered & applicable boxes checked or filled out
 - You must fill in the Proof of Service
 - If both parties are in agreement, both must sign in front of a Notary.
 - Parenting Plan, if children are involved, CAFC501
 - All paragraphs completed, questions answered & applicable boxes checked or filled out
 - Both Part A and Part B with the Form 14
- CHILD CUSTODY AND CHILD SUPPORT LAWS ARE EXTREMELY COMPLEX. BECAUSE OF THIS, IT IS VERY LIKELY YOUR CASE WILL NOT BE APPROVED BY THE JUDGE IF MINOR CHILDREN ARE INVOLVED. IF MINOR CHILDREN ARE INVOLVED YOU SHOULD SERIOUSLY CONSIDER OBTAINING THE ASSISTANCE OF A LICENSED ATTORNEY.**
- Proposed Judgment, CAFC070
 - All paragraphs completed, questions answered & applicable boxes checked or filled out
 - Respondent's Answer to Petition (Optional), CAFC010-R
 - All paragraphs completed, questions answered & applicable boxes checked or filled out
 - You must also contribute to the form Property & Debt Statement & then sign in front of a Notary
 - You must also contribute to the form Income & Expense Statement & then sign in front of a Notary.
 - You may also want to use the Waiver of Service and Entry of Appearance form. (Optional)
 - Redaction Certificate, GN320

- Service
 - Service can be made by the Sheriff of the county where the Respondent resides or you can also use a Special Process Server where you will arrange for that directly with that service company.
 - If all attempts of service has been exhausted & 30 days have passed, you may opt to serve by Publication, fill out that form and submit it to the court, there will be additional fees for this. You must wait 45 days after the date of first publication before a default hearing can be requested.
 - You are responsible to keep track of your case. Once service is completed, you may request that your case be presented to the Judge for review.
 - If all necessary items are provided and adequately completed, you will be notified of available dates and times for a court hearing.
- Notice of Hearing, CAFC721
 - All paragraphs completed, questions answered & applicable boxes checked or filled out
 - Service to Respondent & Notification to the Court via First Class Mail is acceptable.