

INSTRUCTIONS FOR FILING FOR TERMINATION OF MARRIAGE BY DISSOLUTION WITH MINOR CHILDREN

You must print clearly or type the information on each form. If the forms are not completely filled out, the Clerk will not accept the forms for filing. If you do not know an answer or if it does not pertain to your situation, you must state "Not Applicable" on that line. Do not leave any lines blank on the forms. You do not have to provide a case number, the Clerk will issue you a case number when the documents are filed.

The filing fee for a Dissolution of Marriage is **\$350.00**, this must be paid when the dissolution is filed at the Clerk of Courts.

The above filing fee is a deposit for court costs. Court costs in your case may be more or less than the deposit. The Judge will decide who pays the court costs at the end of the case.

Parenting Proceeding Affidavit Form - Affidavit 3

In all cases where there are minor children, unless this form is completed, **YOUR CASE WILL NOT BE SET FOR HEARING**. This form is required by law to be completed and submitted to the court at the time that the complaint for divorce, the petition for dissolution or the motion for change of custody is filed. All questions must be answered. When you list where the child has lived for the last five years, please start with the most recent address and work backwards.

Petition for Dissolution

If you are filing a Petition for Dissolution of Marriage, you must complete the following:

1. Case Designation Sheet
2. Petition for Dissolution of Marriage
3. Separation Agreement
4. Parenting Plan **OR** Shared Parenting Plan
5. Waiver of Summons (service) must be signed by both parties
6. Child Support Worksheet, can be obtained at sanduskycountyDJFS.org
If support is already established you must provide a copy of the order with the dissolution filing
7. Supreme Court Affidavits (forms 1-4) **COMPLETE EVERY SECTION**
8. Decree of Dissolution (This is for the Judge, **DO NOT** fill out)
9. Print the information for the COPE class, this class must be taken before the dissolution is granted

If you have any questions, please contact the Clerk of Courts office. The Clerk of Courts office hours are Monday – Friday 8:00am – 4:30pm. The Clerk of Courts staff is not allowed by law to give legal advice, but they do provide proper paperwork. If you are not able to print these forms offline you may obtain a packet from the Clerk of Courts office for \$5.00.