

(Packet 1 B)

Dissolution of Marriage/ Domestic Partnership (Divorce) with Children

Read the instructions that come with this packet.

STEP 1: Starting your Divorce.

Use this checklist to be sure you have everything complete prior to meeting with the facilitator or filing your case.

- Completed all of the forms in *Step 1: Starting your Divorce*.
- Created a proposed Parenting Plan to attach to your petition. Visit www.ojd.state.or.us/familylaw if you need help to create and print a plan.
- Completed a child support calculation IF there are no pending or existing child support orders. Visit www.oregonchildsupport.gov to complete and print the Child Support Worksheet.

Once the above steps are completed, either make an appointment with the Family Law Resource Center (541-776-7171 ext. 129) for document review and copies or follow the packet instructions for making copies and filing your case.

STEP 2: Resolving your Case.

If a response has been filed by the other parent or you are seeking temporary orders prior to case closure.

Use this checklist to guide you in the steps required **PRIOR** to hearings or trials. The Parent Education and Mediation requirements are described fully in the NOTICE re: Parent Education and Mediation attached to the petition.

Have you:

- Successfully completed a Parent Education class.
- Attended a mediation session with the other parent.
- Filed a Uniform Support Declaration if you and your spouse/partner do not agree on spousal or child support. The Declaration can be found in the Appendix of Forms at <http://courts.oregon.gov/OJD/programs/utcr/utcrrules.page?>

STEP 3: Taking a Default and STEP 4: Finalizing your Divorce.

If a response has NOT been filed by the other parent or the other parent agrees to sign the General Judgment

Use this checklist to be sure you are ready to finish your case.

Have you:

- Successfully completed a Parent Education class and checked with the court to be sure the Certificate of Completion has been filed.
- Completed all of the forms in *Step 3: Taking a Default and Step 4: Finalizing Your Divorce*.

Once the above forms are completed, either make an appointment with the Family Law Resource Center (541-776-7171 ext. 129) for document review and copies or follow the packet instructions for making copies and filing your final documents.

Filing For Dissolution of Marriage/ Domestic Partnership, Cases with Children Instructions for Packet 1B

Notice about these instructions and forms.

These instructions are not a complete statement of the law. They cover basic procedure for uncomplicated divorce cases. For legal information, please talk to a lawyer or visit your local law library. Each court has local rules, programs and procedures that may not be explained in these instructions. The Jackson County Court Family Law Unit can be contacted at 541-776-7171 ext 582 and the Family Law Resource Center can be contacted at 541-776-7171 ext 129.

This set of forms and instructions will allow you to file for and obtain a divorce where the parties have children. **Please read them completely and carefully.**

The instructions are broken down into four basic steps. The forms that go with each step are listed below.

Steps and Forms	Page (Instructions)
1. Starting your Divorce	4
<input type="checkbox"/> Petition for Dissolution of Marriage/Domestic Partnership <i>with the Notice Parent Education and Mediation Requirements, the Continuation of Health Coverage and the Disclosure (ORS 107.089) handouts attached.</i> <input type="checkbox"/> Summons <input type="checkbox"/> Automatic Statutory Restraining Order Preventing Dissipation of Assets - Attach to Summons <input type="checkbox"/> CIF Information Sheet – Information only <input type="checkbox"/> 2 Confidential Information Forms (CIFs) - One for each party's info <input type="checkbox"/> Notice of Filing of CIF <input type="checkbox"/> Certificate re: Pending Child Support Proceedings and/or Existing Child Support Orders/Judgments <input type="checkbox"/> Acknowledgment about Dissolution (Divorce/Separation) <input type="checkbox"/> Record of Dissolution of Marriage/Domestic Partnership (Vital Statistics form) <input type="checkbox"/> Certificate of Service to the Division of Child Support <input type="checkbox"/> Declaration of Service	
2. While your case is pending (still open)	6
3. Waiting for a Response; Taking a Default	7
<input type="checkbox"/> Ex Parte Motion and Declaration for Order of Default <input type="checkbox"/> Order of Default	
4. Finalizing Your Divorce	9
<input type="checkbox"/> Declaration Supporting Judgment of Dissolution <input type="checkbox"/> General Judgment of Dissolution of Marriage/Domestic Partnership <input type="checkbox"/> Possible Attachments: Child Support Worksheet, Uniform Support Declaration, Parenting Plan	

When filling out the forms, follow these directions:

- Complete **ALL** forms entirely. If a form is in this packet, it is required. Check off each form above as you complete it to determine if you are ready to meet with the facilitator or open your case.
- You are the named “petitioner” on all court forms and your spouse is the “respondent”. Use full names (first, middle or middle initial, last) and print the names the same on all forms.
- Make an appointment with the Family Law Resource Center by calling 541-776-7171 ext. 129 for document review, OR follow the packet instructions for making copies and serving the other party.
- File the original with the court clerk.
- The clerk will give you a case number when you file your papers. Make sure to put this on all copies and originals.

- Keep the court informed of your current address so you get notice of all court dates. **You are not required to use your residential address on any court form.** You may use a contact address where you regularly check in. If you use a contact address, the court will assume that you will receive all notices sent to that address. **Note: If you fear for your safety, you may be able to obtain a non-disclosure order.** Consult with your local court for instructions as well as the appropriate forms.

Legal Issues to Consider before completing your documents.

A divorce case starts with a “petition” which lists the items you are asking the court to order in the “judgment”. The judgment is the document that finalizes your divorce and contains your rights and responsibilities. Oregon law provides that a number of issues must be addressed in the judgment. Before you fill out the petition, you should think about how you want to handle these issues.

You may not know what real or personal property to ask for in the beginning because you are not sure what property you own either alone or together with the other party. Or you may not know how much spousal or child support to ask for in the beginning because you do not know how much the other party earns. The Petition provides options for either indicating a specific amount or distribution of property or, where you do not know, you may ask that these be made “equitably” (i.e., fairly) or “prior to judgment” so that you have time after filing the petition to find out what property you own or how much the other party earns. **HOWEVER**, if you do NOT ask for a specific amount or distribution in the Petition, or what you ask for in the Judgment is different from what you asked for in the Petition, **the court may require you to re-serve documents on the other party** before it will enter a final judgment. This is so that the other parent knows what is being asked for if the Judgment is different from what was in the Petition.

Parenting Plan. A parenting plan **is required** for cases involving a minor child. The plan sets out the schedule and rules for each parent’s time with the child. The parenting plan may include safety provisions for the child if domestic violence, substance abuse, child abuse or other circumstances are involved in your case.

A mediator can help parents create a parenting plan. Information about parenting plans may also be available through your court’s parent education program, or your local law library. **The Oregon Judicial Department and the State Family Law Advisory Committee have created a “Basic Parenting Plan Guide for Parents” with information about how to develop a plan, information about alternative schedules, and ages and stages of your child[ren] which should be considered in creating a plan. A sample parenting plan form is included in the Guide. The Guide may be downloaded from the OJD Family Law Website at <http://www.courts.oregon.gov/familylaw>. There is also a “Safety Focused Parenting Plan Guide” on this website to help you develop a parenting plan where there are safety concerns for your children.**

If the parents don’t agree on a parenting plan, a judge will order a parenting plan for you.

Oregon law (ORS 107.159) prevents either parent from moving more than 60 additional miles away from the other parent without giving him or her and the court notice of the move. You may ask the judge to waive this requirement by checking the last box in the parenting plan section of the petition. For information about child custody, you may call Tel-Law (1-800-452-4776) tape 902, or visit www.osbar.org.

Child Support. IMPORTANT! Oregon law requires that the petitioning party submit a CERTIFICATE stating whether there are any pending child support proceedings or existing child support orders involving the parties’ child[ren]. To comply with this requirement, fill out and submit the form called “CERTIFICATE re: PENDING CHILD SUPPORT PROCEEDINGS and/or EXISTING CHILD SUPPORT ORDERS/JUDGMENTS” in this packet. **You will be required to attach certified copies of any pre-existing child support orders (certified copies may be obtained from the clerk of the issuing court).**

In most cases, the court will order child support if the parties have a child and no child support order already exists. The amount of support, if ordered, will be determined by the Child Support Guidelines. The Guidelines have worksheets to help you figure out who should pay support and how much it should

be. **Support is typically withheld from wages unless an exception is allowed for direct deposit to the other parent's checking or savings account, or, if support enforcement services are being provided to either parent, as an "electronic payment withdrawal (EPW) or electronic funds transfer (EFT)" to a Department of Justice account.** (EPW and EFT are procedures whereby funds are automatically withdrawn from a checking/savings account as authorized by the account holder.) Information about child support, including the Guidelines and Worksheets, is on the Internet at:

www.oregonchildsupport.gov

This website also has a Child Support Calculator which may help you to calculate the amount of child support which should be paid: www.oregonchildsupport.gov/calculator. Your local court facilitator, legal aid office or child support program **may** also be able to help you calculate the amount of support.

Cash Medical Support. In addition to cash child support, Oregon law may require the payment of cash medical support. If neither party has private health insurance for the child(ren) or if the health insurance is to be provided only by the parent that receives cash child support, the court is required to order cash medical support unless the court finds there are reasons not to order it. The purpose of cash medical support is to help defray the cost of health insurance and the cost of uninsured medical expenses. The judge cannot order you or the other party to pay cash medical support if you or the other party has a dependent child in the household who is eligible to receive public medical assistance or if you or the other party is eligible for public medical assistance yourselves. A party who makes no more than Oregon minimum wage cannot be ordered to pay cash medical support

Oregon law requires the court to make sure that payment for the child(ren)'s uninsured medical expenses are addressed in the judgment. Although you may request that each party share the out-of-pocket medical expenses that exceed \$250.00 per child per year, it may not be appropriate to request both the payment of cash medical support and the sharing of uninsured medical expenses. That is because one of the purposes of cash medical support is to help pay for the cost of uninsured medical expenses.

Unmarried and Unemancipated Children at Least 18 and Under 21 Years of Age. Under Oregon law unmarried unemancipated children who are at least 18 and under 21 years of age are necessary parties to all family law cases involving support. The Petition forms that deal with support will have a line to write in the child's name, including them in the heading. The Judgment forms will have a place indicating how the child has been involved in the case, and if applicable, a place to sign underneath Petitioner and Respondent signatures agreeing to the judgment. As a party to the case, these children must be legally served with all the required documents. After they are served, children **may** sign a Waiver of Further Appearance and Consent to Entry of Judgment form found in Packet 6J if the child does not choose to participate further in the case. Also note that on both the Petition form and the Judgment form you must select whether support stops at age 18 or whether it continues until age 21 if the child continues to attend school

Insurance. Oregon law requires that the judgment address the issue of health insurance for any minor child involved in your case, and for payment of uninsured medical expenses. It also must provide for security for the payment of support, such as life insurance. In the health care coverage section, you must mark any of the options that apply to your family's situation. There are two major categories involved in determining health care coverage for the children: private, such as insurance available through employment, and public, such as the Oregon Health Plan.

If either you, your spouse/partner, or both of you have private health care coverage available for the children, you must fill out the "PRIVATE HEALTH CARE COVERAGE IS APPROPRIATE AND AVAILABLE" section. If *neither* you nor your spouse/partner have private insurance available for the children, you will fill out the section called: "NO PRIVATE INSURANCE IS APPROPRIATE OR AVAILABLE." Regardless of insurance availability, everyone must complete the section called: "RESPONSIBILITY FOR UNINSURED HEALTH EXPENSES." It may be appropriate to equally divide the expenses if no cash medical support is ordered or for the custodial parent to pay most or all of the uninsured expenses if cash medical support is being paid to that parent.

Spousal Support.

Oregon law provides for three different categories of spousal support: transitional, compensatory and spousal maintenance. Transitional support may be ordered for a spouse/partner to get work related education and training. Compensatory spousal support may be ordered if one party has significantly contributed to the education, training, vocational skills, career or earning capacity of the other spouse/partner. Spousal maintenance may be ordered for the support of one spouse/partner. The judge will consider a number of factors when making the award, and may order more than one type of support. For more information on what the judge will consider, please refer to ORS 107.105 (to view, visit your local law library or www.leg.state.or.us/ors). **If you are seeking spousal support, you must complete the Supplement to Petition re: Spousal Support and the Supplement to Judgment re: Spousal Support located under Optional Documents at www.courts.oregon.gov/Jackson.**

Property and Debts – Statutory Restraining Order. Oregon law requires both Petitioner and Respondent to obey a restraining order preventing **either party** from dissipating (selling, destroying, removing, disposing of) real or personal property, making unilateral (without the agreement of the other party) changes to insurance policies, and making extraordinary expenditures. Expenditures that are necessary for the safety or welfare of the children or the parties are not prohibited. **By filing your petition, you agree to be bound by the terms of this order.** The order is effective on both the petitioner and the respondent once the notice has been served on the respondent. You may request a hearing if you object to the terms of the Statutory Restraining Order (see Packet 1BC for a Request for Hearing Form). If you violate the order, you may be subject to sanctions. You must attach a copy of the “*Notice of Statutory Restraining Order Preventing the Dissipation of Assets in Domestic Relations Actions*” to the Summons and serve it on the Respondent.

For information about property and debt issues, talk to a lawyer and/or go to the Oregon State Bar’s web site (www.osbar.org), “Legal Links” and read under “Oregon’s Laws” the sections on “Bankruptcy and Credit,” “Real Estate,” and “Taxes.” If either spouse/partner has a retirement plan, you should talk to an attorney before filling out the petition. The attorney can advise you if this packet will work for your situation. If the parties own real estate located in Oregon, a “lis pendens” notice (notice of pending suit) may be filed with the county clerk as provided in ORS 93.740 (to view, visit your local law library or www.leg.state.or.us/ors).

If Both Spouses/ Partners Already Agree.

There are two ways to handle your case if both spouses/partners agree on all issues: (1) one spouse/partner can file as petitioner, the other spouse/partner can accept service of the petition and not file a response (if there is no disagreement with what the petitioner requested in the petition) and judgment will be entered based on what was stated in the petition, or (2) the parties can file as co-petitioners (see Packet #9). Forms to file as co-petitioners may also be available through your local court, courthouse facilitator and/or attorney.

If your spouse/partner (the respondent) does not agree with you at first and files a response, then later decides that what you requested in the petition is okay, he or she can file a Waiver of Further Appearance and Consent to Entry of Judgment form to avoid having to go through the court process further. Your local courthouse facilitator can help you with this process. If your spouse/partner is willing to accept service, s/he must fill out the Acceptance of Service form and file it with the court. It is not necessary that your spouse/partner agree with what is in the papers, just that he/she is willing to acknowledge receiving them.

STEP 1: STARTING YOUR CASE

Fill out all of the forms listed on page 1 under *Step 1: Starting your Divorce*.

Confidential Personal Information.

Please read the Confidential Information Form (CIF) information sheet. There is certain personal information required by your paperwork that will be protected from public disclosure.

Have your documents reviewed.

You may have your documents reviewed by a lawyer or a courthouse facilitator. The Jackson County Family Law Resource Center (facilitator) may be reached at 541-776-7171 ext. 129 or Jackson.facilitators@ojd.state.or.us. For information about how to find a lawyer, call the Oregon State Bar Lawyer Referral Service at 1-800-452-7636. If you are low income, you might get your documents reviewed for a smaller fee through the Oregon State Bar's Modest Means program at 1-800-452-7636, or you may call your local Legal Aid office at 541-776-7292.

Make copies.

If you do not meet with the facilitator, make a photocopy of all the documents you filled out. Make an additional copy of the Summons and Petition (with their attachments) and the Notice of Filing Confidential Information forms for service upon the other party. **You do not need to serve the other party with the Confidential Information Sheets (CIFS).** If you have an appointment with the Family Law Resource Center (facilitator), copies will be made for you of the documents required for service.

If either you or your spouse/partner is receiving certain types of public assistance (Temporary Assistance to Needy Families or the Oregon Health Plan), you are also required to send a copy of the petition to the Division of Child Support branch office in your county. The Jackson County branch is located at 310 E. 6th St. Suite 300, Medford, OR 97501. Fill out and file the *Certificate of Service to the Division of Child Support* after you have mailed or delivered a copy of the Petition to them.

There are a number of handouts in this packet. The handouts are a notice regarding continuation of health coverage, a copy of ORS 107.089 (documents parties may have to give each other), notice regarding mediation and parent education classes. You will need two copies of each handout: one for you and one to be served on your spouse/partner. See the section "Serving the other party" below.

File the forms.

File all of the original forms that are listed in Step 1 above with the court clerk except the *Summons* and the *Declaration/Certificate of Service*. The court clerk will ask you for a filing fee when you file your papers. Please see Jackson County Court fee schedule at www.courts.oregon.gov/jackson for current fees. If you feel you can't afford to pay the fee, you may ask the court to waive or defer your filing fee. Check with your local court or obtain a fee waiver packet at www.courts.oregon.gov/jackson. This form needs to be filled out and filed with the court. If the fee is waived, you don't have to pay the fee. If the fee is deferred, most courts will require that you pay the fee at a later date.

Parenting Classes.

Jackson County Court requires that parents of minor children go to a parent education class. Please refer to the NOTICE regarding Parent Education and Mediation Requirements in this packet. This Notice must be served on the other parent with the Petition. You will not be able to finalize your divorce until you have completed the class and filed a certificate of completion with the court.

Serving the other party

You are required to have the other party served (have papers delivered to) with a true copy of the *Summons, Petition with attached handouts mentioned above, and Notice of Filing Confidential Information Form*.

If the other party is willing to accept service (they don't have to agree with the papers, just be willing to accept them), have the other party sign an *Acceptance of Service* form (available separately at www.courts.oregon.gov/Jackson) and file it with the court. If the other party signs this form, you don't have to have someone else serve the papers on the other party.

If the other party is not willing to accept service, you will have to use a process server, the Sheriff's office, or someone who is over the age of 18, and Oregon resident, and not a party to the proceedings, to serve the other party. **YOU CANNOT SERVE THE OTHER PARTY YOURSELF.** Caution should be used before asking a friend or relative to serve the papers if your spouse/partner might react angrily or violently. After service is complete, have the person who served the other party complete the *Declaration of Service*, attach the original Summons and promptly file it with the court.

The best way to serve the other party is to have the person serving the papers hand them directly to the respondent (personal service). If personal service cannot be done, there are other ways to serve the papers including “substitute service,” “office service,” and “service by mail” — see the Table below. You may ask the Sheriff or a private process server about these other options or consult an attorney.

Standard Methods of Service	
Personal Service	Delivery of papers directly to the other party
Substitute Service	Delivery of papers to a person <u>living</u> at the other party’s home who is at least 14 years old, PLUS mailing of the documents to the other party’s home address by first class regular mail
Office Service	Delivery of papers to a person who appears to be in charge at the other party’s place of employment (who has a business duty to give the documents to the other party), done during working hours, PLUS mailing of the document to the home or business address of the other party by first class regular mail
Service by Mail (Return Receipt Requested)	Delivery by mailing the documents certified or registered, return-receipt requested, or by Express mail, PLUS mailing of documents to home or business address of the other party by first class regular mail.

If you are not able to have your spouse/partner served by any of the methods described above, you may ask a judge to allow you to use another service method. The judge might allow you to publish, post or mail the documents. In order to make this request, use Packet 6A-Alternative Form of Service.

Serving Children Who are Necessary Parties. Because all unmarried, unemancipated children at least 18 and under 21 years of age are necessary parties to the case, they must also be served. Follow the same steps for serving your spouse/partner for serving children who are parties to the case.

STEP 2: WHILE YOUR CASE IS PENDING

Temporary Orders.

You may ask the court to make temporary orders after the petition is filed. Temporary orders are in effect once signed by the judge and last until changed by the judge or until the final judgment is signed by a judge or the case is dismissed. For example, either spouse/partner may request an order for spousal or child support, an order requiring one spouse/partner to move out of the family home or an order preventing either party from interfering with the child/ren’s regular living arrangement and schedule. To make any of these requests, file packet # 4 located at www.courts.oregon.gov/Jackson. You may need the assistance of an attorney to file these requests.

You may use Packet 6B. Status Quo Order Application Packet to ask the court to order that neither parent change the child/ren’s usual place of residence, change the child/ren’s regular routine, or interfere with the other parent’s usual contact with the child. In addition, all courts have restraining order forms for cases involving domestic violence. A restraining order can usually be obtained within a day or two of filing if there has been abuse in the last 180 days and if there is further danger of abuse. Check with your local court about forms and filing instructions.

Conferences with the Judge.

Many courts will schedule a “status”, “pretrial” or “settlement” conference if a response has been filed. These meetings usually take place with a judge with both spouses/partners present, along with their attorneys if they are represented. You must attend any conferences that are scheduled unless you have received permission from the judge not to attend. At the conference, the judge will probably talk to you about how the case is going to be resolved, may consider requests for temporary orders and will probably set future court dates.

Working Toward Agreement.

The court wants to help you resolve the issues that you and your spouse/partner disagree on. You may discuss these issues with your spouse/partner directly if it is safe for you to do so and if no court order prohibits that contact. You may also discuss them with your spouse's/partner's attorney. If you can't resolve the issues on your own, the court may provide a number of options to help you, including mediation, arbitration and custody/parenting time evaluation.

Mediation. A mediator is a person trained to help people resolve disagreements. You and your spouse/partner may be required to meet with a mediator if you don't agree on a "parenting plan" (who has custody and parenting time (visitation) with the child/ren and how decisions about the child/ren will be made). You may ask to meet with the mediator alone if you are uncomfortable meeting with the other parent for any reason. There is usually no fee for this service. If mediation has not yet been ordered in your case and you would like to request it, please refer to the Notice regarding Parent Education and Mediation Requirements in this packet.

Arbitration. Some courts refer spouses/partners who disagree on how to divide their property to an arbitrator. The court may also ask the arbitrator to resolve spousal support issues. An arbitrator is a lawyer appointed by the court who meets with both spouses/partners and their lawyers, if they are represented, and makes a decision about how the property should be divided. Both spouses/partners are required to pay for this service unless the court has specifically waived or deferred the arbitrator's fee. If either spouse/partner disagrees with the arbitrator's decision, he or she can ask the court for a trial. If a trial is not requested, the arbitrator's decision is final unless both spouses/partners agree on another resolution.

Custody/ Parenting Time Evaluation. If parents can't agree on a parenting plan, sometimes the court refers the case to a custody or parenting time evaluator. After interviewing each parent and doing other research, the evaluator will make a recommendation to the judge about which parent should have custody and what the parenting plan should be. The evaluator will consider factors that might affect a child's safety, such as domestic violence, substance abuse, child abuse or other circumstances. Many courts require that the parties pay for all or part of the evaluation.

STEP 3: WAITING FOR A RESPONSE; TAKING A DEFAULT

Oregon law gives your spouse/partner 30 days to respond to your petition. The time starts running from the date of service. The response must be written and must be filed with the required filing fee. Your spouse/partner may ask the court to waive or defer the fee.

If your Spouse/ Partner is in the Military.

If your spouse/partner is in the active military service of the United States and has not responded to the petition, you may have to go through some extra steps. The court won't go further with your case until one of the following things has happened: (1) your spouse/partner is no longer in the active military, (2) your spouse/partner has waived his or her rights using the Waiver of Right to Stay of Proceedings form, or (3) the judge holds a special hearing in your case. You may get a Waiver of Right to Stay of Proceedings form from www.courts.oregon.gov (Form # 6G). You may need to talk to an attorney if your spouse/partner is not willing to sign the waiver.

Check for Response.

Your spouse/partner should mail or deliver a copy of his or her response to you when it is filed with the court. If you haven't received a copy of a response after 30 days from the date of service, you may check with the court clerk to see if one has been filed. If no response has been filed, you may request a "default order." A default means that you may ask the court to enter a judgment giving you the items you asked for in your petition, with no input from your spouse/partner.

If a response has been filed, you will not be allowed to take a default. You will be awaiting trial and referring to *Step 2: While Your Case is Pending*.

No Response Filed; Requesting a Default.

To ask the court to enter a default, you must fill out the forms listed in *Step 3: Waiting for a Response; Taking a Default*. After you make yourself a copy of the completed forms, you may file the original with the court anytime after 30 days have expired from the date of service. You may also file the documents listed in *Step 4: Finalizing your Divorce* at this time if you have completed your parent education class.

Check Back.

Check back with the court clerk in a week to 10 days to see if your request was granted. If the request was not granted, ask the court clerk why it was not. Sometimes, the proof that service was made on your spouse/partner isn't complete enough for the judge to be sure that your spouse/partner got notice of the court proceeding.

STEP 4: FINALIZING YOUR DIVORCE

A divorce is "final" on the date the judgment of dissolution (divorce) is signed by a judge. If there are still items that you don't agree on before the judge signs, the court will probably set a date for a "final hearing" or trial. Some judges may want you to attend a "settlement conference" (a meeting between the parties to discuss settlement, usually led by a different judge than your trial judge) to help you come to an agreement.

Forms to Finalize Your Divorce.

Complete the forms listed on page 1 under Step 4: Finalizing your Divorce

You may also need to file the following additional forms, depending on your circumstances.

- **Parenting Class Certificate of Completion.** A certificate of completion of parent education class must be filed with the court unless this requirement has been waived by order of the court.
- **Child Support Worksheets.** If there is not an existing or pending child support matter, child support worksheets need to be filled out and attached to the final judgment.
- **Support Deviation Explanation:** If you want the Judge to order a child support amount that is different from the Child Support calculation, complete and submit the Support Deviation Explanation.
- **Parenting Plan.** Your parenting plan may be completely included in the final judgment (see page 2 of the judgment). If there are additional pages or a separate parenting plan (labeled Exhibit 1), attach those pages.
- **Uniform Support Declaration.** This form is only required if a response was filed and you and your spouse/partner do not agree on spousal or child support. You aren't required to complete the schedules on the form unless one spouse/partner asks for spousal support or a "deviation" (different amount than what was calculated using the child support guidelines) from the child support guidelines.

The Final Judgment.

The General Judgment finalizes your divorce and contains all of the issues decided in mediation, arbitration, hearing, or through your agreement. If both spouse/partners agree on all issues, it may be prepared by either, as long as it is reviewed and signed by both spouses/partners. If the spouses/partners don't agree on all issues, the judge may direct one spouse/partner to fill out the judgment.

If your spouse/partner didn't file a response, the information you fill out in the final judgment must be the same as what you requested in the petition. If your spouse/partner filed a response, the information must be the same as was decided in mediation, arbitration, hearing or through your agreement.

If you are responsible for filling out and filing the final judgment, make a copy for yourself and one to mail to your spouse/partner (unless he or she didn't file a response), and file the original with the court. **If your case involves child or spousal support, you must also submit an extra copy of the proposed judgment and an extra copy of the Confidential Information Forms (CIFS) with the court.**

Once the judge has signed the *General Judgment of Dissolution*, the court clerk will send you (and the other party if both parties signed the Judgment) a notice that the Judgment has been signed and entered into the court records. When the Judgment is signed, you are legally divorced. Once you have received the notice, you may contact the court to purchase a copy of the Judgment. Keep the notice from the court that the Judgment has been signed for your records.

6. Children Born to Both Parties.

Name	Date of Birth	Social Security No.	Address
	Not listed here. Listed in UTCR 2.130 CIF.	Not listed here. Listed in UTCR 2.130 CIF.	
	Not listed here. Listed in UTCR 2.130 CIF.	Not listed here. Listed in UTCR 2.130 CIF.	
	Not listed here. Listed in UTCR 2.130 CIF.	Not listed here. Listed in UTCR 2.130 CIF.	

Additional page attached; labeled "Paragraph 6 continued."

Petitioner Respondent is pregnant. Petitioner Respondent is is not the parent of this child. The expected date of the child's birth is _____.

Neither party is now pregnant.

7. Child/ren Born During Marriage/Domestic Partnership.

List any child/ren born during the marriage/domestic partnership that spouse/domestic partner is not the parent of, and that were not conceived when husband and wife/domestic partners were living together: _____

(Name(s) and Years(s) of birth)

8. UCCJEA Information.

The child/ren listed above has/have continuously resided in Oregon for the six months preceding the filing of this case. List the places where the minor child/ren of the parties has/have lived in the last five years and the names of the people they lived with at that time.

Dates From/To	County, State	Parent(s)/Caretaker	Current Address/Contact Address of Parent/Caretaker	Which Children

Additional page attached; see section labeled "paragraph 8 continued."

I have have not participated in any litigation concerning the custody, visitation, parenting time or placement of the child/ren in this or any other state. I have participated in the following litigation:

Name of Court	State	Case No.	Date	Result

I do not know of any other domestic violence, custody, visitation, parenting time or placement proceeding involving the child/ren, or of any other court case which could affect this case, pending in this or any other state except for: _____

(Identify court, case number and the kind of proceeding)

I do not know any person other than my spouse/domestic partner who has physical custody of the child/ren or who claims to have custody, visitation or parenting time rights except for: _____

(List name and address)

9. Parenting Plan (Custody and Parenting Time).

Custody of the child/ren should be awarded as follows:

Petitioner should be awarded sole custody of the following child/ren (list names): _____

Respondent should be awarded sole custody of the following child/ren (list names): _____

The parties have agreed to joint custody of the following child/ren (list names): _____

Petitioner Respondent should have parenting time with the child/ren as set forth in the attached Parenting Plan, labeled Exhibit ____, or Other: _____

Petitioner Respondent should not be granted parenting time because this would endanger the health and safety of the child/ren. **State supporting facts:** _____

Parenting time should be supervised by _____

Any cost of the supervision shall be paid by Petitioner Respondent Other: _____

Petitioner and Respondent should each provide contact addresses and contact telephone numbers to the other and notify each other of any emergency circumstances or substantial changes in the child/ren's health.

Petitioner should be allowed to move more than 60 miles further distant from the other parent without advance notice because good cause exists.

10. Child Support, including Health Care Coverage and Cash Medical Support.

A. Other Pending Child Support Cases. (Check one.)

No other agency or court child support proceeding is currently pending (include any child support matter being heard as part of a dissolution, separation, annulment, paternity, support or modification case).

There is/are other child support proceeding(s) currently pending in either an agency or court case as set forth in the CERTIFICATE RE: PENDING CHILD SUPPORT PROCEEDING and/or EXISTING CHILD SUPPORT ORDER attached to this petition.

B. Other Child Support Orders. (Check one.)

No other child support orders, from an agency or court, are currently in effect in the State of Oregon or any other state.

There is/are other child support orders from an agency or court as set forth in the CERTIFICATE RE: PENDING CHILD SUPPORT PROCEEDING and/or EXISTING CHILD SUPPORT ORDERS/JUDGMENTS attached to this petition.

C. Currently Effective Child Support Order. (Check any that apply.)

The following child support order/s is/are currently in effect: _____

(List state, court/agency, case number, date of order)

This order should remain in place and includes provisions for medical support for the child/ren, or

This order is from an Oregon court or agency, one of the parents or the child/ren receiving support still resides in Oregon and the order should be changed because circumstances have changed since the last order was entered.

State facts showing how circumstances have changed: _____

D. Cash Child Support.

Complete either (1) or (2) below:

(1) Cash child support should be paid by Petitioner to Respondent or Respondent to Petitioner:

In the amount of \$_____ for _____ children. This is the amount presumed correct under the Oregon child support guidelines. **or**

In the amount of \$_____ for _____ children. The amount of support presumed correct under the Oregon child support guidelines, \$_____, would be unjust or inappropriate for the following reasons: _____

(The reasons must also be shown on the support worksheets you attach to this petition.) **or**

In an amount to be determined under the Oregon child support guidelines before judgment.

The judgment entered in this case should require Petitioner Respondent to pay cash child support beginning on:

The first (or _____) day of the month following the date of the judgment and continuing on the same day of each month thereafter. **or**

The date Respondent was served with this petition and continuing on the same day of each month thereafter.

(2) No cash child support is ordered in this judgment because:

An order, including medical support, for child support in the monthly amount of \$_____ has already been ordered in Circuit Court case number _____ in _____ County, Oregon.

Other reason: _____

E. **Medical Support.** Complete section (1) or (2) below. Also complete section (3) or (4) below.

Complete (1) or (2):

(1) **Private Health Care Coverage is Appropriate and Available.**

Petitioner Respondent Both Petitioner and Respondent has/have appropriate private health care coverage available for the parties' child/ren through an employer, spouse, domestic partner or other source. Petitioner Respondent Both Petitioner and Respondent should be required to obtain and maintain this coverage throughout the period of the support obligation for the benefit of the parties' child/ren.

Health care coverage has already been ordered in another case as described in paragraph D(2) above.

(2) **No Private Health Care Coverage is Appropriate or Available.**

Neither Petitioner nor Respondent has appropriate private health care coverage available for the parties' child/ren. Petitioner Respondent Both Petitioner and Respondent should be ordered to provide appropriate private health care coverage for the child/ren when such coverage becomes available to them at a reasonable cost through any source.

The custodial parent should enroll the child/ren in public health care coverage.

The child/ren are currently enrolled in public health care coverage.

Complete (3) or (4):

(3) **Cash Medical Support Should Be Ordered.**

Because the parent receiving cash child support is ordered to maintain private health care coverage and the parent paying cash child support is not, in addition to cash child support

Petitioner Respondent should pay \$_____ for cash medical support to

Petitioner Respondent, **or**

Neither parent has appropriate private health care coverage available for the parties' child/ren. Petitioner should pay cash medical support in the monthly amount of \$_____ to Respondent. Respondent should pay cash medical support in the monthly amount of \$_____ to Petitioner.

(4) **Cash Medical Support Should Not Be Ordered.**

Cash medical support should not be ordered for the following reasons:

The parent paying cash child support is also providing health care coverage.

Petitioner's Respondent's gross monthly income is at or below the Oregon minimum wage for full-time employment.

I am requesting that the parties share the cost of the child/ren's uninsured medical expenses (see paragraph F. below).

Other reason: _____

All payments of child support should be made to the Department of Justice, Child Support Accounting Unit, P.O. Box 14506, Salem, Oregon, 97309 **by electronic payment withdrawal (EPW) or electronic funds transfer (EFT).** In addition, support for a child attending school (between

the ages of 18 and 21) as defined by Oregon law shall be distributed by the Department of Justice directly to the child subject to ORS 107.108.

(*Applies only if support enforcement services are not being provided.*)

Petitioner requests an exception to the income withholding requirement of ORS 25.378 allowing payment to be made directly to Petitioner's Respondent's checking or savings account. A receipt of deposit should be kept by the parent paying support as proof of payment. The parent receiving support should provide the paying parent with current deposit slips and/or bank name, account name, and account number.

F. RESPONSIBILITY FOR UNINSURED HEALTH EXPENSES.

Petitioner should pay _____% and Respondent should pay _____% of the reasonably incurred HEALTH, ACCIDENT, DENTAL, ORTHODONTIC, AND OPTICAL HEALTH costs incurred by the child/ren. This obligation is in addition to any cash medical support ordered.

G. LENGTH OF CHILD SUPPORT.

Unless the child becomes self-supporting, emancipated, or married:

- The support ordered in paragraphs D., E., and F. above for each child shall continue until the child reaches eighteen (18) years of age.
- The support ordered in paragraphs D., E., and F. above for each child shall continue until the child reaches age 21 if the child qualifies for support as a child attending school as defined by Oregon law.

H. TAX DEPENDENTS. (*Check one.*)

Petitioner Respondent shall be entitled to claim the following child(ren) as dependent(s) for tax purposes beginning the year this judgment is entered (*list names*): _____

OR

Other (*specify*): _____

11. Life Insurance Coverage for Child/ren.

Petitioner Respondent should obtain and maintain life insurance for the benefit of the parties' child/ren throughout the period of the support obligation. The coverage should be in the amount of \$ _____

12. Additional Provisions. _____

Additional page attached; labeled "Paragraph 12 Continued - Additional Provisions."

13. Spousal Support and Life Insurance.

- No spousal support or spousal life insurance claims are made in this case.
- Additional page attached, see Page 5a labeled "Spousal Support and Life Insurance."

14. Real Property.

Neither Petitioner nor Respondent has any interest in any real property located in this or any other state.

Petitioner Respondent has/have an interest in real property located at the address of: _____

This property should be distributed: equitably, or as follows: _____

Additional page labeled "Paragraph 14 - Real Property Distribution continued" attached.

The legal description of the real property is attached as Exhibit _____ and incorporated in this petition.

Distribution of this property is not within the jurisdiction of this court.

15. Personal Property (including motor vehicles).

The Petitioner and Respondent have divided between them all personal effects, household goods, and other personal property they own separately or together, and neither should claim those items now in possession of the other.

The Petitioner should be awarded: an equitable distribution of the parties' personal property, or the following personal property: _____

Additional page labeled "Paragraph 15 - Petitioner's Personal Property Distribution continued" attached.

The Petitioner should be awarded his/her retirement benefits, pension plan, profit-sharing plan, deferred-compensation plan, and /or stock option plan held by Petitioner's employer, free of any interest in the Respondent.

The Respondent should be awarded: an equitable distribution of the parties' personal property, or the following personal property: _____

Additional page labeled "Paragraph 15 Respondent's Personal Property Distribution continued" attached.

The Respondent should be awarded his/her retirement benefits, pension plan, profit-sharing plan, deferred-compensation plan, and/or stock option plan held by Respondent's employer, free of any interest in the Petitioner.

16. Distribution of Debts.

There are no outstanding debts of this marriage/domestic partnership.

The debts should be paid as follows:

Name of Creditor (who debt is owed to)	What debt is for	Amount	Who should pay (Petitioner or Respondent)

Additional page attached, labeled, "Paragraph 16 continued".

Each spouse/domestic partner should be responsible for the payment of all debts incurred by him/her individually since the date of their separation; all debts which are distributed to him/her by the court; and all debts which are secured by property distributed to that spouse/domestic partner. Also, if any creditor asks the

spouse/domestic partner not responsible for a debt to pay all or a portion of it, and s/he does so, the spouse/domestic partner responsible for that debt should reimburse the other spouse/domestic partner for any monies s/he paid to the creditor after the date of the judgment.

17. Transfer of Debts and Property.

Within 30 days of the date of judgment, each party should execute, acknowledge, and deliver whatever documents are necessary to accomplish the distribution of debts and property ordered by the court. The judgment should operate to convey title to the spouse/domestic partner awarded the property if the other spouse/domestic partner fails to comply with this requirement.

18. Former Name.

Petitioner's Respondent's former name of _____ should be restored.

19. Information Required by ORS 25.020 and ORS 107.085.

Disclosure of the following information would unreasonably put to risk the health, safety, or liberty of Petitioner Respondent or child/ren _____ for the following reasons: _____

Otherwise: *(Fill out the information in the table below)*

	Petitioner	Respondent
Full Name		
Former Legal Name(s)	Not listed here. Listed in UTCR 2.130 CIF.	Not listed here. Listed in UTCR 2.130 CIF.
Age		
Address or Contact Address		
Telephone Number		
Social Security Number	Not listed here. Listed in UTCR 2.130 CIF.	Not listed here. Listed in UTCR 2.130 CIF.
Driver License Number	Not listed here. Listed in UTCR 2.130 CIF.	Not listed here. Listed in UTCR 2.130 CIF.
Employer Name	Not listed here. Listed in UTCR 2.130 CIF.	Not listed here. Listed in UTCR 2.130 CIF.
Employer Address	Not listed here. Listed in UTCR 2.130 CIF.	Not listed here. Listed in UTCR 2.130 CIF.
Employer Telephone	Not listed here. Listed in UTCR 2.130 CIF.	Not listed here. Listed in UTCR 2.130 CIF.

Additional page labeled "Paragraph 19 continued" attached.

20. Court Costs and Fees.

A. Deferred Costs and Fees (required to be paid at a later date)

Any court costs and service fees (if service completed by the Sheriff) that are deferred by the court should be paid by: Petitioner Respondent Both parties equally Other: _____

B. Costs and Fees Paid by the Parties

- Each party should be responsible for paying his or her own court costs and service fees for this case.
- To be paid by both parties equally
- Petitioner Respondent should reimburse the other party for his or her court costs and service fees for this case.
- Other: _____

Judgment should be entered according to the cost and fee allocation listed above.

21. Certificate of Document Preparation. You are required to truthfully complete this certificate regarding the document you are filing with the court. Check all boxes and complete all blanks that apply:

- I selected this document for myself and I completed it without paid assistance.
- I paid or will pay money to _____ for assistance in preparing this form.

WHEREFORE, Petitioner requests a Judgment granting the relief asked for above, and other equitable relief that the Court thinks is just.

I HEREBY DECLARE THAT THE ABOVE STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT I UNDERSTAND IT IS MADE FOR USE AS EVIDENCE IN COURT AND IS SUBJECT TO PENALTY FOR PERJURY.

Dated: _____, 20 ____.

Submitted by:

Petitioner's Signature

Print Name

Address or Contact Address

City, State, Zip

Telephone or Contact Telephone



**Department of Consumer and Business Services
Insurance Division**

P.O. Box 14480, Salem, OR 97309-0405
Phone: 503-947-7980, Fax: 503-378-4351
350 Winter St. NE, Salem, OR 97301-3883
E-mail: dcbs.inmail@state.or.us
www.insurance.oregon.gov

Notice to parties in a suit for marriage dissolution or legal separation regarding continuation of health coverage

If you or your spouse have filed for divorce or legal separation and currently hold group health insurance coverage through your spouse, you should know that your coverage may end when the court grants your divorce or separation. Oregon law offers options that may enable you to obtain continued coverage. This notice outlines continued coverages available under Oregon law. Federal laws commonly known as “COBRA” may also enable you to continue coverage. *Please note:* You must act promptly to continue coverage.

For more information about Oregon and federal law, you should consult your health insurer, the plan administrator for your insurance coverage, the employer through whom your insurance is provided, or your attorney.

The following is a summary of options under Oregon law:

- 1. Continuation of existing coverage for a divorced or legally separated spouse who is 55 years of age or older** (ORS 743.600 to 743.602). If you are a divorced or legally separated spouse and if you are 55 years of age or older when the dissolution or legal separation occurs, you may continue your existing group coverage until you obtain other group coverage or become eligible for Medicare. In order to continue coverage, you must do both of the following:
 - A. You must notify the group health insurance plan administrator in writing of the dissolution or legal separation within 60 days of the entry of the decree of divorce or legal separation.
 - B. You must elect to continue and pay for the group coverage. You must make the election on a form provided by the plan administrator.

Please note: This provision applies only if your coverage is provided through an employer who employs 20 or more employees or if your coverage is provided by a group health insurance plan that covers 20 or more employees.

- 2. Continuation of existing coverage for a divorced spouse when federal law does not provide for continued coverage** (ORS 743.610). If you are not able to continue your group health coverage under federal law (“COBRA”), you may continue your existing group coverage upon dissolution of your marriage for a period not exceeding nine months. The following requirements apply:
 - A. You must have been continuously covered by the group policy for at least three months prior to your divorce.
 - B. You must ask the insurer or the group policyholder, in writing, to continue your coverage. You must also pay the required premiums.
 - C. You must make your request by the later of the following dates:
 - (1) Ten days after the date that your coverage under the group policy as a qualified family member ends;
 - or
 - (2) Ten days after the date on which the employer or group policyholder gives notice of the right to continue coverage.

Important note: You must make your request and pay your premium by the 31st day after your coverage as a qualified family member ends.



3. Portability of health insurance coverage (ORS 743.760 to 743.763). If you were covered by a group health plan and you lost that coverage, you may be eligible to continue coverage by switching to a portability health plan rather than staying on your current plan. If you are eligible, you have two portability coverage choices. The covered services and premiums charged for the portability health plan that you choose must meet state standards. You are eligible for portability coverage if you are an Oregon resident, are not eligible to enroll in Medicare, and meet the following requirements:

A. You must have been covered by health plans as follows:

(1) By one or more Oregon group health plans for at least six consecutive months or, if your group plan was provided by a “self-insured” employer, you must also have exhausted your federal or state continuation coverage;

or

(2) By one or more group or individual health plans for a period of 18 months, but only if your most recent coverage was in a group plan and if you have exhausted your federal or state continuation coverage.

B. You must apply within 63 days of losing your group coverage. If an insurance company or HMO plan provided your group coverage, contact the company or plan for an application. If a self-insured employer provided your group coverage, call the Oregon Medical Insurance Pool toll-free at 800-542-3104 and ask for an application.

C. You must pay the required premiums for the coverage.

Note: Portability coverage takes effect on the day after your group coverage ends. Your premiums are payable from that date.

Remember: You have a limited time to apply for continuation or portability coverage. If you need help, consult your health insurer, the administrator of your health benefit plan, the employer through whom your insurance is provided, the Oregon Medical Insurance Pool, or your attorney.

*Prepared by Insurance Division, Department of Consumer and Business Services, pursuant to ORS 107.092.
Revised September 2005. Distributed by the Office of the State Court Administrator.*

COPY FOR PETITIONER/RESPONDENT

NOTE: Petitioner - a copy of ORS 107.089 may be served on the respondent. If you do serve the respondent, you must provide proof of service to the court.

107.089 Documents parties must furnish to each other; effect of failure to furnish. (1) If served with a copy of this section as provided in ORS 107.088, each party in a suit for legal separation or for dissolution shall provide to the other party copies of the following documents in their possession or control:

- (a) All federal and state income tax returns filed by either party for the last three calendar years;
- (b) If income tax returns for the last calendar year have not been filed, all W-2 statements, year-end payroll statements, interest and dividend statements and all other records of income earned or received by either party during the last calendar year;
- (c) All records showing any income earned or received by either party for the current calendar year;
- (d) All financial statements, statements of net worth and credit card and loan applications prepared by or for either party during the last two calendar years;
- (e) All documents such as deeds, real estate contracts, appraisals and most recent statements of assessed value relating to real property in which either party has any interest;
- (f) All documents showing debts of either party, including the most recent statement of any loan, credit line or charge card balance due;
- (g) Certificates of title or registrations of all automobiles, motor vehicles, boats or other personal property registered in either party's name or in which either party has any interest;
- (h) Documents showing stocks, bonds, secured notes, mutual funds and other investments in which either party has any interest;
- (i) The most recent statement describing any retirement plan, IRA pension plan, profit-sharing plan, stock option plan or deferred compensation plan in which either party has any interest; and
- (j) All financial institution or brokerage account records on any account in which either party has had any interest or signing privileges in the past year, whether or not the account is currently open or closed.

(2)(a) Except as otherwise provided in paragraph (b) of this subsection, the party shall provide the information listed in subsection (1) of this section to the other party no later than 30 days after service of a copy of this section.

(b) If a support hearing is pending fewer than 30 days after service of a copy of this section on either party, the party upon whom a copy of this section is served shall provide the information listed in subsection (1)(a) to (d) of this section no later than three judicial days before the hearing.

(3)(a) If a party does not provide information as required by subsections (1) and (2) of this section, the other party may apply for a motion to compel as provided in ORCP 46.

(b) Notwithstanding ORCP 46 A(4), if the motion is granted and the court finds that there was willful noncompliance with the requirements of subsections (1) and (2) of this section, the court shall require the party whose conduct necessitated the motion or the party or attorney advising the action, or both, to pay to the moving party the reasonable expenses incurred in obtaining the order, including attorney fees.

(4) If a date for a support hearing has been set and the information listed in subsection (1)(a) to (d) of this section has not been provided as required by subsection (2) of this section:

- (a) By the obligor, the judge shall postpone the hearing, if requested to do so by the obligee, and provide in any future order for support that the support obligation is retroactive to the date of the original hearing; or
- (b) By the obligee, the judge shall postpone the hearing, if requested to do so by the obligor, and provide that any support ordered in a future hearing may be prospective only.

(5) The provisions of this section do not limit in any way the discovery provisions of the Oregon Rules of Civil Procedure or any other discovery provision of Oregon law. [1995 c.800 §5; 1997 c.631 §402; 1997 c.707 §33]

NOTICE

PARENT EDUCATION AND MEDIATION REQUIREMENTS

You are required to serve this Notice on the other party with your Petition pursuant to SLR 8.013(4).

MANDATORY MEDIATION:

- **Is required** if you and the other parent cannot agree on custody and parenting time and the Respondent (other parent) has filed a response to the petition for dissolution or custody.
- If you are required to attend mandatory mediation, you must attend Mediation Orientation (see below).
- **A judge will not hear your case until BOTH parties have attended mediation when required.**

Petitioner (parent filing the case):

- You must attend a Court Mediation Orientation within 2 weeks from receiving the response to your petition.
- You must successfully complete a mandatory Parenting Class whether or not the other parent files a response to your petition.

Respondent (parent responding to a case that has been filed):

- If you are filing a response to a petition for dissolution or custody, **YOU MUST** successfully complete a mandatory parenting class.
- You must also attend mandatory mediation if required (see above).
- If you have received an Order for Mediation, **YOU MUST** attend a Mediation Orientation and successfully complete a Parent Education class **PRIOR** to your scheduled mediation session.
- If you have **NOT** received an Order for Mediation within 30 days from filing your response, you must attend a Court Mediation Orientation to schedule your mediation session.

MEDIATION ORIENTATION:

- Is conducted every Wednesday at 4:00 p.m. in the Jury Assembly Room in the Jackson County Justice Building.
- At the Mediation Orientation you will be assigned a time when you and the other party in your case are to participate in a mediation session.
- You will be provided with certified copies of an Order that you **MUST SERVE** on the other party.
- **You must bring your case number to Mediation Orientation.**
- If you need an interpreter or accommodations under the Americans with Disabilities Act, please contact the mediation program in advance.
- The local parenting class will be offered immediately after Mediation Orientation **ONLY** on **the First and Third Wednesday of the month.**

MANDATORY PARENTING CLASSES:

- **If you have children, you must successfully complete a parent education class.**
- There are two options:
 - on-line parenting class (\$39.95)
 - attendance at local parenting class (\$30.00)

Information regarding each of the parenting class options is attached. If you do not have this information, you may obtain it at the family law window at the Jackson County Justice Building or online at www.courts.oregon.gov/Jackson.

The parties shall successfully complete the parent education program **prior to any court hearing or trial and prior to attending mediation** (SLR 8.013(2)).

CONTACT INFORMATION:

Court Mediation Program - 100 S. Oakdale Ave., Medford, OR 97501 - 541-776-7171 ext. 240

Parent Education Online Course Option

Meeting the Requirements of ORS 3.425 for Parent Education and Local Rules
For the 1st Judicial District of Oregon, Jackson County Circuit Court

Program Name: The Center for Divorce Education's
CHILDREN IN THE MIDDLE ONLINE (CIMO)
(Offered in both English and Spanish)

What is CIMO?: An online co-parenting course for divorcing or separating parents that teaches specific communication techniques to help minimize parental conflict and improve things for the child(ren).

1. What you will need:

- a. Access to the Internet
- b. The e-mail address for the Jackson County Court to email your certificate of completion directly to the court [see #7b (below) for further instructions].
- c. If eligible, your approved court order stating fees are waived/deferred (if so, skip to #5 below).

2. Go to: <http://online.divorce-education.com>

3. Click on "Purchase," subscribe/pay and complete registration.

4. You will receive an email confirmation of your registration along with your **Username** and **Password**.

5. Processing Fees Waivers/Deferrals (if eligible):

a. On your approved court order which states fees are waived/deferred:

i. **Write your name and e-mail address** at the top of the approved court order.

ii. **Fax** approved court order to: **(740)594-2521**.

NOTE: your fee waiver/deferral request will be processed
Monday - Friday 7:00 a.m.- 5:00 p.m (EST).

Any fee waiver/deferral requests received on weekends or holidays will be processed the following Monday (or first business day).

b. You will receive an e-mail confirmation of your registration along with your **Username** and **Password**. Please allow 48-72 hrs for processing of fee waiver/deferral requests.

6. Once you have your Username and Password, go to Website: <http://online.divorce-education.com>

- a. **Click on:** "Log In" (upper right corner)
- b. Enter your Username and Password. Begin course.

7. What to do with: CERTIFICATE OF COMPLETION:

When you complete the course and successfully pass, you will be issued a certificate of completion. Please do BOTH of the following steps:

- a. Print at least one (1) copy of the certificate for your records. **YOUR CASE NUMBER MUST APPEAR ON THE CERTIFICATE.** If your case number is not pre-printed on the certificate when you print it, **you must write the case number on the certificate yourself.** Keep this copy on file and carry it to court with you in case needed.
- b. **Once at the "Results Page" click on "e-mail copies of the certificate" and type in the e-mail address to the Jackson County Court:** jacparentclass@oid.state.or.us. A copy of your certificate will be emailed directly to the court. **NOTE:** the court's e-mail address is intended for receiving certificates only, not for ongoing correspondence.

Jackson County Local Parenting Class Option

Meeting the Requirement of ORS 3.425 for Parent Education and Local Rules for the 1st Judicial District of Oregon, Jackson County Circuit Court

- Class Name:** Parenting in Transition
- Location:** Jackson County Justice Building
2nd floor, Jury Assembly Room
100 S. Oakdale Ave., Medford, OR 97501
- Day:** First and Third Wednesday of each month
- Time:** 4:00 p.m to 5:00 p.m - Mediation Orientation
5:00 p.m. to 8:30 p.m. – Parenting in Transition
- Cost:** \$30.00 (cash or check) payable at the door*
- How to sign up:** Pre-registration is NOT required, just appear on one of the days above.

This class is mandatory for parents involved in a divorce, separation, custody, parenting time or paternity case. The class informs parents of ways to help their children cope with the changes in the family, so that their children will be less likely to develop long-term problems. Each class begins with an orientation to the mediation program.

Please attend this class prior to your mediation appointment.

Basic Guidelines:

- Be punctual
- Do not bring children
- Come prepared to actively participate
- Be prepared to attend the entire class to receive the Certificate of Attendance.**

* If your filing fees were waived or deferred, you must present a copy of the Order Waiving/Deferring Filing Fees at the time you attend the class.

** The Certificate of Attendance is required to be filed with the court prior to your judgment being entered. Following completion of the Parenting in Transition class, the mediator will prepare, and file with the court, a Certificate of Attendance.

[Attach to Summons per ORS 107.093(5)]

**NOTICE OF STATUTORY RESTRAINING ORDER PREVENTING THE DISSIPATION OF ASSETS
IN DOMESTIC RELATIONS ACTIONS**

REVIEW THIS NOTICE CAREFULLY. **BOTH PARTIES MUST OBEY EACH PROVISION OF THIS ORDER TO AVOID VIOLATION OF THE LAW.** SEE INFORMATION ON YOUR RIGHTS TO A HEARING BELOW.

TO THE PETITIONER AND RESPONDENT:

PURSUANT TO ORS 107.093 and UTCR 8.080, Petitioner and Respondent are restrained from:

- 1) Canceling, modifying, terminating or allowing to lapse for nonpayment of premiums any policy of health insurance, homeowner or renter insurance or automobile insurance that one party maintains to provide coverage for the other party or a minor child of the parties, or any life insurance policy that names either of the parties or a minor child of the parties as a beneficiary.
- 2) Changing beneficiaries or covered parties under any policy of health insurance, homeowner or renter insurance or automobile insurance that one party maintains to provide coverage for the other party or a minor child of the parties, or any life insurance policy.
- 3) Transferring, encumbering, concealing or disposing of property in which the other party has an interest, in any manner, without written consent of the other party or an order of the court, except in the usual course of business or for necessities of life.
 - (A) Paragraph (3) does not apply to payment by either party of:
 - (i) Attorney fees in this action;
 - (ii) Real estate and income taxes;
 - (iii) Mental health therapy expenses for either party or a minor child of the parties; or
 - (iv) Expenses necessary to provide for the safety and welfare of a party or a minor child of the parties.
- 4) Making extraordinary expenditures without providing written notice and an accounting of the extraordinary expenditures to the other party.
 - (A) Paragraph (4) does not apply to payment by either party of expenses necessary to provide for the safety and welfare of a party or a minor child of the parties.

AFTER FILING OF THE PETITION, THE ABOVE PROVISIONS ARE IN EFFECT IMMEDIATELY UPON SERVICE OF THE SUMMONS AND PETITION UPON THE RESPONDENT. IT REMAINS IN EFFECT UNTIL A FINAL DECREE OR JUDGMENT IS ISSUED, UNTIL THE PETITION IS DISMISSED, OR UNTIL FURTHER ORDER OF THE COURT.

PETITIONER'S/RESPONDENT'S RIGHT TO REQUEST A HEARING

Either petitioner or respondent may request a hearing to apply for further temporary orders, or to modify or revoke one or more terms of the automatic mutual restraining order, by filing with the court the Request for Hearing form specified in Form 8.080.2 in the UTCR Appendix of Forms.

Information about the Confidential Information Form (CIF)

What is a CIF?

Most court files may be viewed by the public. Uniform Trial Court Rule (UTCRC) 2.130 requires certain confidential personal information to be protected from public disclosure. That is done by providing the information in a separate form. After you file your papers, the court keeps the form separate from the part of the court file that may be viewed by the public. The form is UTCRC Form 2.130.1, known as the Confidential Information Form, or CIF.

What information does a CIF make confidential?

The information protected by the CIF is social security numbers, birth dates, driver license numbers, and former legal names. Also protected are the name, address, and telephone number of a party's employer.

The CIF should only be used to protect the information described above. There may be other information in your court papers that you do not want the public to be able to see, such as bank account or credit card numbers. The separate process for protecting that information is described in UTCRC 2.100, which can be read at: <http://courts.oregon.gov/OJD/programs/utcr/utcrrules.page?>

How do I know when I need to put information in the CIF?

When a document filed with the court requires you to include information protected by a CIF, that information must **only** be provided to the court in a CIF and must not be listed in any other document to be filed. Where you would otherwise provide the information in the document to be filed you must make a note that the information has been provided in the CIF. For example, if a document requires a party's full social security number to be listed, you must not list the social security number, but must instead make a note on the document that the information has been filed under UTCRC 2.130. **The online court forms already have that note on the form.**

Do I need to file more than one CIF?

In most cases, yes. You must fill out a CIF for yourself, and if the documents you are filing with the court require confidential personal information about the other party, you must also fill out a separate CIF with the other party's information. If your case involves children, you should include their information in *your* CIF. You do not need a separate CIF for your children.

If there is CIF information you do not know when you file your papers, or if the information changes during your case, you must file an amended CIF that provides the new or updated information.

The CIF rule requires you to redact – black out or erase – confidential personal information from any attachments to documents you file with the court and to make a note on the attachment that the information has been provided in the CIF. The only exception is when you are required to attach a court-certified document. Documents that are required to be court certified should not be altered in any way.

Does the other party get copies of a CIF I file?

You are not required to serve the CIFs on the other party, though you may share a CIF with the other party if you chose to do so. You *are* required to serve the other party with UTCRC Form 2.130.2, which is a notice that a CIF has been filed. You must also file a certificate with the court showing that you served the other party with the notice that a CIF was filed.

There are steps the other party and other people can go through to ask the court to allow them access to a CIF that you have filed. UTCRC 2.130 explains that process in detail, and also describes the circumstances under which the court must deny a request by someone else to view a CIF you have filed.

The CIF rule (UTCRC 2.130) can be read at:

<http://courts.oregon.gov/OJD/OSCA/cpsd/courtimprovement/familylaw/familylawforms.page?>

and you can find additional information about the rule at:

<http://courts.oregon.gov/OJD/OSCA/cpsd/courtimprovement/familylaw/familylawforms.page?>

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR JACKSON COUNTY

_____,)
)
)
 Petitioner Co-Petitioner,)
 and)
)
 _____)
 Respondent Co-Petitioner.)
)
)
 -----)
 Child At Least 18 But Under 21)
 Other _____)

Case No.: _____

**FAMILY LAW CONFIDENTIAL INFORMATION
FORM (CIF)**
 Amended CIF

This document is not accessible to the public or other parties. Exceptions may apply. See UTCR 2.130.

ATTENTION COURT STAFF: THIS IS A RESTRICTED-ACCESS DOCUMENT.

The information below is about:

- Petitioner Respondent Co-Petitioner _____
- Child at least 18 but under 21: _____
- Other: _____

Name (Last, First, Middle): _____

The names of the parties and the children, as well as the children's ages, are NOT confidential.

Former Legal Name(s) (if applicable):
Date of Birth:
Social Security Number:
Driver License (Number and State):
Employer's Name, Address, and Telephone Number:

Children's Names (Last, First, Middle)

Date of Birth	Social Security Number

Please attach an additional sheet if there are more than five children involved in the proceeding.

I hereby declare that the above statements are true to the best of my knowledge and belief and that I understand they are made for use as evidence in court and are subject to penalty for perjury.

Date: _____

Signature: _____

Type or Print Name: _____

COMPLETED AND SUBMITTED BY:

- Petitioner Respondent Co-Petitioner _____
- Child who is at least 18 and under 21: _____
- Other: _____

NOTE TO COURT STAFF: Unless ordered or authorized under UTCR 2.130, this Confidential Information Form is not available to the opposing party or his/her attorney, or to the public; except for the state.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR JACKSON COUNTY

_____,)
)
)
 _____,)
 Petitioner Co-Petitioner,)
 and)
)
 _____,)
 Respondent Co-Petitioner.)
)
)
 -----)
 Child At Least 18 But Under 21)
 Other _____)

Case No.: _____

**FAMILY LAW CONFIDENTIAL INFORMATION
FORM (CIF)**
 Amended CIF

This document is not accessible to the public or other parties. Exceptions may apply. See UTCR 2.130.

ATTENTION COURT STAFF: THIS IS A RESTRICTED-ACCESS DOCUMENT.

The information below is about:

- Petitioner Respondent Co-Petitioner _____
- Child at least 18 but under 21: _____
- Other: _____

Name (Last, First, Middle): _____

The names of the parties and the children, as well as the children's ages, are NOT confidential.

Former Legal Name(s) (if applicable):
Date of Birth:
Social Security Number:
Driver License (Number and State):
Employer's Name, Address, and Telephone Number:

Children's Names (Last, First, Middle)

Date of Birth	Social Security Number

Please attach an additional sheet if there are more than five children involved in the proceeding.

I hereby declare that the above statements are true to the best of my knowledge and belief and that I understand they are made for use as evidence in court and are subject to penalty for perjury.

Date: _____

Signature: _____

Type or Print Name: _____

COMPLETED AND SUBMITTED BY:

- Petitioner Respondent Co-Petitioner _____
- Child who is at least 18 and under 21: _____
- Other: _____

NOTE TO COURT STAFF: Unless ordered or authorized under UTCR 2.130, this Confidential Information Form is not available to the opposing party or his/her attorney, or to the public; except for the state.

2) Name (Last, First, Middle): _____
 Petitioner Respondent Co-Petitioner Adult Child Other: _____

Confidential Personal Information contained in CIF (check all that apply):

party's social security number, party's date of birth, children's social security number,
 children's date of birth, employer's name, address, and telephone number, driver license number,
 former legal name(s).

3) Name (Last, First, Middle): _____
 Petitioner Respondent Co-Petitioner Adult Child Other: _____

Confidential Personal Information contained in CIF (check all that apply):

party's social security number, party's date of birth, children's social security number,
 children's date of birth, employer's name, address, and telephone number, driver license number,
 former legal name(s).

4) Name (Last, First, Middle): _____
 Petitioner Respondent Co-Petitioner Adult Child Other: _____

Confidential Personal Information contained in CIF (check all that apply):

party's social security number, party's date of birth, children's social security number,
 children's date of birth, employer's name, address, and telephone number, driver license number,
 former legal name(s).

Dated: _____, 20____

Signature

Print Name

Contact Address

City, State, Zip

Contact Telephone

ORDER/JUDGMENT #3 (Attach a certified copy of the order):

Name/County of Court or Agency where issued: _____

Case Number: _____

Date of Order: _____

ORDER/JUDGMENT #4 (Attach a certified copy of the order):

Name/County of Court or Agency where issued: _____

Case Number: _____

Date of Order: _____

Attach additional sheets if necessary, labeled "Attachment 1 to Certificate Re: Child Support Proceedings and Orders".

Certificate of Document Preparation. You are required to truthfully complete this certificate regarding the document you are filing with the court. Check all boxes and complete all blanks that apply:

- I selected this document for myself and I completed it without paid assistance.
- I paid or will pay money to _____ for assistance in preparing this form.

DATED this _____ day of _____, 20_____.

 Petitioner Respondent, Signature

Print Name

Address or Contact Address

City, State, Zip Code

Telephone or Contact Telephone

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF JACKSON

In the matter of <input type="checkbox"/> the Marriage of:)	
)	
_____ ,)	Case No. _____
Petitioner)	
)	ACKNOWLEDGMENT ABOUT
and)	DISSOLUTION/SEPARATION
)	
_____ ,)	
Respondent.)	

I, _____, am filing for dissolution/separation without full representation of an attorney.

I understand that I must pay all filing, service or hearing fees which are not deferred or waived by the court.

I understand that I should seek an attorney's help if my case involves any of the following issues:

- Custody/parenting time of minor children who have not been living in Oregon for the last six months;
- Pensions, retirement benefits or profit-sharing plans;
- a pending personal injury case involving me or my spouse/partner;
- real estate that my spouse/partner or I own along with someone else, or real estate located outside of Oregon;
- a family business;
- a bankruptcy case filed by me or my spouse;
- complex tax issues; or
- domestic violence.

I understand that I am responsible for all information that I provide on these forms and any changes I make to the printed language.

I understand that if my spouse/partner contests the dissolution/separation (files court papers disagreeing with what I ask for), I should see an attorney immediately.

I understand that laws and legal procedures change and I should not use these forms unless they were recently approved by the court.

Signature	Print Name
-----------	------------

Address or Contact Address	City, State, Zip	Telephone or Contact Telephone
----------------------------	------------------	--------------------------------

**RECORD OF DISSOLUTION
 OF MARRIAGE, ANNULMENT OR
 REGISTERED DOMESTIC PARTNERSHIP**

136-

State file number:

The petitioner or legal representative of the petitioner is responsible for completing the personal information on this form and shall present this form to the clerk of the court with the petition. In all cases the completed record shall be a prerequisite to the granting of the final judgment.

Case number: _____
 Judgment type: Dissolution of marriage Annulment Dissolution of registered domestic partnership(RDP)

Husband / Partner A

1. Husband/Partner A – Legal name: (first, middle, last, suffix) 2. Last name at birth: (not required for RDP)
 3. Residence or legal address: (street and number) (city or town) (county) (state)
 4. Other legal last names used:
 5. Date of birth: (mm/dd/yyyy) 6. Birthplace: (state, territory or foreign country)

Wife / Partner B

7. Wife/Partner B – Legal name: (first, middle, last, suffix) 8. Last name at birth: (not required for RDP)
 9. Residence or legal address: (street and number) (city or town) (county) (state)
 10. Other legal last names used:
 11. Date of birth: (mm/dd/yyyy) 12. Birthplace: (state, territory or foreign country)

Marriage / Declaration

13. Date of marriage / filing of RDP declaration: (mm/dd/yyyy) 14. Date couple last resided in same household: (mm/dd/yyyy)
 15a. Place of marriage/RDP: (city, town or location) 15b. County: 15c. State or foreign country:
 16. Number of children under 18 in this household as of the date in item 14:
 Number: _____ None 17. Petitioner:
 Husband/Partner A Wife/Partner B Both

Attorney

18a. Name of petitioner's attorney: (print) 18b. Address: (street and number or rural route number, city or town, state, ZIP code)
 19a. Name of respondent's attorney: (print) 19b. Address: (street and number or rural route number, city or town, state, ZIP code)

Judgment

20. Marriage/RDP declaration of the above named persons was dissolved on: (mm/dd/yyyy) 21. Date judgment becomes effective: (mm/dd/yyyy)
 22. Number of children under 18 whose physical custody was awarded to:
 ___ Husband/Partner A ___ Wife/Partner B ___ Joint (shared custody) ___ Other (specify) _____ No children
 23. County of decree: 24. Title of court: **Circuit**
 25. Signature of court official: 26. Title of court official: 27. Date signed: (mm/dd/yyyy)

Information below will not appear on the certified copies of the record.

Husband / Partner A

28. Husband's Social Security number: (not required for RDP)				29. Wife's Social Security number: (not required for RDP)					
30. Number of this marriage/RDP – first, second, etc.:		31. If previously married or in a RDP date last marriage/RDP ended:		32. Hispanic origin: Cuban, Mexican, Puerto Rican		33. Race(s): Black, White, etc.		34. Education – Specify only highest grade completed:	
Marriage	RDP	By death, divorce, dissolution or annulment (specify below)	Date: (mm/dd/yyyy)	List all that apply (specify below)		List all that apply (specify below)		Elementary/Secondary: (grades 0-12)	College: (1-4 or 5+)
30a.	30b.	31a.	31b.	32a.	33a.	34a.	34b.		
30c.	30d.	31c.	31d.	32b.	33b.	34c.	34d.		

Wife / Partner B

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF JACKSON

In the Matter of the Marriage of:)
)
_____)
Petitioner,)
and)
_____)
Respondent.)

Case No. _____
PETITIONER'S CERTIFICATE
OF SERVICE TO THE DIVISION
OF CHILD SUPPORT

I certify that on _____, 20_____, I mailed delivered a true copy of the Petition for Dissolution in the above case to the local branch office of the Department of Justice, Division of Child Support at **Division of Child Support, 310 E. 6th St., Medford, OR 97501** or (*other address*):

Certificate of Document Preparation. You are required to truthfully complete this certificate regarding the document you are filing with the court. Check all boxes and complete all blanks that apply:

- I selected this document for myself and I completed it without paid assistance.
- I paid or will pay money to _____ for assistance in preparing this form.

DATED this _____ day of _____, 20_____.

Petitioner, Signature

Print Name

Address or Contact Address

City, State, Zip Code

Telephone or Contact Telephone

IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR JACKSON COUNTY

In the Matter <input type="checkbox"/> of the Marriage of:	
Petitioner	
and	
Respondent	

Case No. _____

DECLARATION OF SERVICE

- Personal Service
- Substitute Service
- Office Service
- Service by Mail:
 - Following Substitute Service
 - Return Receipt Requested

I, _____, declare I am a resident of the County of _____, State of _____. I am a competent person 18 years of age or older and not a party to or attorney in this proceeding. I certify that the person, firm, or corporation served is the identical one named in this action.

I served true copies of:

- Summons and Petition** with attached Notice of Statutory Restraining Order Preventing Dissipation of Assets in Domestic Relations Actions (dissolution only), Notice of CIF Filing, notices on mediation and other information provided by the court clerk.
- Motion, Declaration and Order for Status Quo**
- Motion, Declaration and Notice of Evidentiary Hearing**
- Request for Mediation and Order**
- Motion, Declaration and Order to Show Cause**
- Other:** _____

In the following manner: *(Check one)*:

1. **Personal Service.** On _____, 20____, at _____ a.m./p.m., by delivering them to the party to be served _____ (name) in person at the following address: _____ within the County of _____, State of _____.
2. **Substitute Service.** On _____, 20____, at _____ a.m./p.m., by delivering them to: _____ (name), who is a person age 14 or older and a member of the household of the party to be served, at the following address: _____ within the County of _____, State of _____.

(Complete the section 4 below only if the you performed the follow up mailing required by ORCP 7D(2)(b). If a party or person other than you did the follow up mailing, s/he must use a separate Declaration of Service.)

3. **Office Service.** On _____, 20____, at _____ a.m./p.m., by delivering to the office of the party to be served, located at: _____ (address), during normal working hours for that office, where I left the documents with: _____ (name), who is a person apparently in charge and who has a business duty to provide the documents to the party to be served.

(Complete section 4 below only if you performed the follow-up mailing required by ORCP 7D(2)(c). If a party or person other than you did the follow up mailing, s/he must use a separate Declaration of Service.)

4. **Mail following Substitute or Office Service:** On _____, 20____, I personally deposited a true copy of the documents indicated above with the United States Postal Service, via first class mail, in a sealed envelope, postage prepaid, addressed to the party to be served: _____ (name) at the party's: home address located at: _____, OR business address located at: _____, together with a statement of the date, time, and place that the documents were hand-delivered to the party's dwelling (residence) or business.

5. **Service by Mail, Return Receipt Requested.** On _____, 20____, I personally deposited **two true copies** of the documents indicated above with the United States Postal Service, one via first class mail, and the other by certified or registered, return receipt requested, or by express mail, with postage on both copies fully paid, addressed to the party to be served: _____ (name), at the party's address located at: _____.

(NOTE: If mailed return receipt requested, the return receipt MUST be attached to this Declaration of Service.)

Certificate of Document Preparation. You are required to truthfully complete this certificate regarding the document you are filing with the court. Check all boxes and complete all blanks that apply:

I selected this document for myself and I completed it without paid assistance.

I paid or will pay money to _____ for assistance in preparing this form.

I HEREBY DECLARE THAT THE ABOVE STATEMENT IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT I UNDERSTAND IT IS MADE FOR USE AS EVIDENCE IN COURT AND IS SUBJECT TO PENALTY FOR PERJURY.

Dated _____, 20 _____.

Signature of Server

Print Name

Address or Contact Address

City, State, Zip

Telephone or Contact Telephone

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF JACKSON

Case No: _____

Petitioner
and

Respondent

**EX PARTE MOTION FOR
ORDER OF DEFAULT and
DECLARATION IN SUPPORT**

Motion

Based on the attached *Declaration*, Petitioner requests that this court grant an *Order* entering the default of Respondent and directing entry of judgment.

Statement of Points and Authorities

ORCP 69 requires the court or clerk to enter an order of default on a showing by affidavit or declaration that a party against whom a judgment is sought has been served with Summons or is otherwise subject to the jurisdiction of the Court and has failed to plead or otherwise defend within the time set by law.

Declaration

Respondent was served with the *Summons*, *Petition* and other documents required by law in _____ County, State of _____, on (date) _____ and has not made an appearance within the time required by law.

Respondent has not provided me with written notice of intent to appear.

or

Respondent provided me with written notice of intent to appear **and** I filed and served written notice of intent to apply for default at least 10 days before filing this motion, or fewer days as permitted by the court.

Respondent is not now, and was not at the time of the service of the *Petition* and *Summons*, incapacitated, a minor, a financially incapable person, a protected person, or a Respondent in a fiduciary protective proceeding, as defined by ORS 125.005,

and (check one of the following):

The Respondent **is not** now, and was not at the time of service of the *Petition* and *Summons*, in active military service of the United States. *Provide facts supporting this statement:* _____

The Respondent **is** now, or was at the time of service of the *Petition* and *Summons*, in active military service of the United States. Respondent has waived his or her rights under the Servicemembers' Civil Relief Act, as shown by the attached waiver, labeled Exhibit _____ .

I am unable to determine whether or not Respondent is now, or was at the time of the service of the *Petition* and *Summons*, in active military service of the United States.

Provide any facts you do know: _____

I request the relief specified in the attached *Judgment*.

Costs and fees are allowable under ORS 107.105(1)(j) or 107.490(4).

Certificate of Document Preparation. Check all that apply:

- I chose this form for myself and completed it without paid help.
 A legal help organization helped me choose or complete this form, but I did not pay money to anyone.
 I paid(or will pay) _____ for help choosing, completing, or reviewing this form.

I hereby declare that the above statements are true to the best of my knowledge and belief, and that I understand they are made for use as evidence in court and I am subject to penalty for perjury.

Date

Signature

Name (printed)

Contact Address

City, State, ZIP

Contact Phone

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF JACKSON

Case No: _____

Petitioner

and

ORDER OF DEFAULT

Respondent

Based on the motion and declaration of the Petitioner in this case,

- The court **DENIES** the *Ex Parte Motion for Order of Default* because:
- the respondent was not properly served with the *Petition* and *Summons* or other necessary documents, or no proof of service has been filed with the court.
 - the respondent has filed an appearance.
 - the respondent is now or was, at the time of service of the *Petition* and *Summons*, in active military service of the United States and has not waived protection under the Servicemembers Civil Relief Act.
 - the respondent is now, or was, at the time of service of the *Petition* and *Summons*, incapacitated, a minor, a financially incapable person, a protected person, or a Respondent in a fiduciary protective proceeding, as defined by ORS 125.005.
 - Other: _____

The court **GRANTS** the *Ex Parte Motion for Order of Default* and directs entry of judgment because the court finds that:

- 1) The respondent was properly served with the *Petition* and other necessary documents and has not filed an appearance,
- 2) The respondent is not now and was not, at the time of service of the *Petition* and *Summons*, incapacitated, a minor, a financially incapable person, a protected person, or a Respondent in a fiduciary protective proceeding, as defined by ORS 125.005, **and**
- 3) The respondent:
 - is not now and was not, at the time of service of the *Petition* and *Summons*, in active military service of the United States, *or*
 - is in active military service of the United States and has waived protection against default judgments under the Servicemembers Civil Relief Act.

Date

Circuit Court Judge (signature)

Print Name

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF JACKSON

In the Matter of the Marriage of:)
)
_____,)
Petitioner,)
and)
_____,)
Respondent.)

Case No. _____

PETITIONER'S DECLARATION SUPPORTING
JUDGMENT OF DISSOLUTION

I, _____, say: I am the Petitioner in this proceeding. The parties were married/registered on (date): _____, in the County of _____, State of _____.

Irreconcilable differences between the parties have caused the irremediable breakdown of the marriage/domestic partnership.

Marriage Only: I certify that one or both of the parties to this case currently live in the county in which this petition is being filed.

Domestic Partnership Only I certify that one or both of the parties to this case currently live in the county in which this petition is being filed, or neither party currently resides in Oregon but I certify that this petition is filed in the county where Petitioner or Respondent last resided.

No domestic relations suits involving this marriage/domestic partnership of Petitioner and Respondent are pending in any other court.

There are _____ child/ren of the marriage. The Petitioner Respondent is pregnant with spouse/partner's child. The Petitioner Respondent was cohabiting with his/her spouse/domestic partner when the child was conceived. The expected date of the child/ren's birth is _____

Neither party is now pregnant.

The Petitioner Respondent is not the parent of the child/ren named _____ who were born to Petitioner Respondent on the following dates _____, during this marriage/domestic partnership. The Petitioner Respondent was not cohabiting with his/her spouse/domestic partner when the child was conceived.

The Petitioner Respondent is pregnant at this time and his/her spouse/domestic partner is not the parent of this/these child/ren. The Petitioner Respondent was not cohabiting with his/her spouse/domestic partner when this/these child/ren was/were conceived. The expected date of the child's birth is _____.

Respondent has not appeared in this matter and an Order of Default and Entry of Judgment by Default has been entered.

Respondent filed a response and later signed and filed a Waiver of Further Appearance and Consent to Entry of Judgment, (or) has waived further hearing by stipulating to the terms of the Judgment.

This case is now ready for a hearing on the merits. I make this affidavit in support of a Judgment of Dissolution of Marriage /Domestic Partnership without a hearing. The allegations in my Petition are true and it is just and reasonable that the requested relief be granted in the proposed judgment.

Child custody or child support is involved in this case and at the time of filing.

The child/ren has/have continuously resided in Oregon for six months before this case was filed.

List any other basis for child custody jurisdiction: _____

The current residence of the minor child/ren is/are:

Name of Child	Resides With (Name, Address or Contact Address)	For how long

Additional page attached, labeled "Information About Child/ren, Continued".

Parenting time should not be ordered because my child/ren's health or safety would be endangered.

State supporting facts: _____

I have good reason for the court to allow me to move more than 60 miles further distant from the other parent without giving written advance notice to the other parent. My good cause is: _____

Child support or spousal support is involved: Petitioner's average gross monthly income is approximately \$_____. Respondent's average gross monthly income is approximately \$_____. Work or school related daycare is \$_____/month and is paid by Petitioner Respondent.

///

The child support amount I have requested does not deviate from the amount presumed correct under Oregon Administrative Rules, or does deviate from the presumed amount of \$_____ per month because:_____

Child support is involved and Respondent does not live in Oregon.

(If you checked the box above, check any of the following boxes that are true)

Respondent was personally served with the petition in Oregon.

Respondent lived in Oregon with the child.

Respondent lived in Oregon and paid expenses for the birth or support of the child.

The child was possibly conceived in Oregon.

The child lives in Oregon because of the wishes of Respondent.

Respondent and I both lived in Oregon at the same time (either together or separately) during the marriage for a period of six months, beginning (list dates) _____ and ending on _____ and less than one year has passed since respondent moved to a new residence out of state.

Other basis for jurisdiction: _____

A child support order currently exists and I requested that this court issue a new order because the existing order was issued by an Oregon court or agency, one of the parents or the child/ren receiving support under the order still resides in Oregon, and circumstances have changed since the first order was entered. The changed circumstances are (explain what has changed since the last order): _____

Petitioner has **private** health care coverage available to cover the child/ren at an out-of-pocket cost of \$_____ per month for the child/ren's portion of the coverage. This health care coverage should be ordered.

Respondent has **private** health care coverage available to cover the child/ren at an out-of-pocket cost of \$_____ per month for the child/ren's portion of the coverage. This health care coverage should be ordered.

Neither Petitioner nor Respondent has appropriate **private** health care coverage available for the parties' child/ren and,

The custodial parent should be ordered to apply for and enroll the child/ren in **public** health care coverage.

Petitioner Respondent has already applied to enroll the child/ren in **public** health care coverage. This coverage should be maintained if the child/ren are accepted for enrollment.

The child/ren are currently enrolled in **public** health care coverage. This coverage should be maintained.

Petitioner should be ordered to provide appropriate **private** health care coverage when such coverage becomes available to him/her through any source.

Respondent should be ordered to provide appropriate **private** health care coverage when such coverage becomes available to him/her through any source.

Cash medical support should be ordered because:

Neither party has appropriate **private** health care coverage available for the child/ren.

The party receiving cash child support is also the party providing **private** health care coverage.

The child support worksheet submitted with my judgment shows that cash medical support should be \$_____ per month.

Petitioner Respondent should pay, in addition to cash child support, cash medical support in the amount of \$ _____ per month.

Cash medical support should not be ordered because:

Petitioner Respondent has income that is no more than full-time Oregon minimum wage.

The parties should share the child/ren's uninsured medical expenses as described below.

Other reasons: _____

Petitioner should pay _____% and Respondent should pay _____% of the uninsured HEALTH, ACCIDENT, DENTAL, ORTHODONTIC, AND OPTICAL HEALTH costs incurred by the child/ren. This obligation should be in addition to instead of cash medical support.

Note that if your judgment is by default, it cannot be different than what you asked for in your petition, unless the parties agree otherwise or unless circumstances have changed since your petition was filed.

The request for spousal support is supported by the following facts: _____

I request that personal information, such as telephone number, address and employment information, not be disclosed in the court's judgment as otherwise required by ORS 25.020 and ORS 107.085 because my health, safety or liberty, or that of my child/ren _____ would unreasonably be put at risk by such disclosure. **State supporting facts:** _____

Certificate of Document Preparation. You are required to truthfully complete this certificate regarding the document you are filing with the court. Check all boxes and complete all blanks that apply:

I selected this document form myself, and I completed it without paid assistance.

I paid or will pay money to _____ for assistance in preparing this form.

I HEREBY DECLARE THAT THE ABOVE STATEMENT IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT I UNDERSTAND IT IS MADE FOR USE AS EVIDENCE IN COURT AND IS SUBJECT TO PENALTY FOR PERJURY.

Dated: _____, 20_____.

Petitioner's Signature

Print Name

Address or Contact Address

City, State, Zip

Telephone or Contact Telephone

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF JACKSON

In the Matter of the Marriage of:)
 _____)
 Petitioner,)
 and)
 _____)
 Respondent)
 and)
 _____)
 Child who is at least 18 and under 21 years)
 of age, unmarried. (ORS 107.108))

Case No. _____

GENERAL JUDGMENT OF DISSOLUTION
OF MARRIAGE/DOMESTIC PARTNERSHIP
and MONEY AWARD

1. This matter came before the Court:

- On the motion and declaration of Petitioner, the default of Respondent having been found.
- On the motion of Petitioner, the default of Respondent having been found, and Respondent being represented by a guardian ad litem or another person described in Rule 27.
- On the motion and affidavit of Petitioner, Respondent having filed a Waiver of Further Appearance.
- On the stipulations of the parties, as shown by the signatures below.
- At a hearing held _____, at which the following persons were present:

Date)

- Petitioner Petitioner's attorney _____
- Respondent Respondent's attorney: _____

2. Findings. The Court considered the: Affidavit Affidavit and stipulations Evidence presented and found that:

- A. Irreconcilable differences have caused the irremediable breakdown of this marriage/domestic partnership.
- B. Spouses Only: Petitioner Respondent has/have been a resident of and domiciled in the state of Oregon continuously for six months immediately prior to the filing of the Petition for Dissolution of Marriage.
 Domestic Partnership Only: One or both of the parties to this case currently live in the county where this petition has been filed, or neither party currently resides in Oregon but the petition has been filed in the county where Petitioner or Respondent last resided.

C. **Children of the Marriage/Domestic Partnership.** The following children were born to/ adopted by the parties before or during this marriage/domestic partnership (list name(s), date of birth(s) and age(s)):

Name	Date of Birth	Age
	Do not list here. List the information on the UTCR 2.130 Confidential Information Form (CIF).	
	Do not list here. List the information on the UTCR 2.130 Confidential Information Form (CIF).	
	Do not list here. List the information on the UTCR 2.130 Confidential Information Form (CIF).	
	Do not list here. List the information on the UTCR 2.130 Confidential Information Form (CIF).	

Petitioner Respondent is not the father, or paternity has not been established, of the children (list names): _____

born during the marriage/domestic partnership on the following date(s): _____

Neither party is now pregnant.

Petitioner Respondent is now pregnant. Petitioner Respondent is not the parent of the child/ren due _____ (date).

D. **Child Custody Jurisdiction.** (Check appropriate boxes)

I. Oregon has jurisdiction under the Uniform Child Custody Jurisdiction and Enforcement Act to hear the custody parenting time issue because:

Oregon is the child/ren's home state (i.e., the child/ren have lived here continuously for the six month period immediately before this case was filed).

Other reason: _____

II. Oregon does not have jurisdiction under the Uniform Child Custody Jurisdiction Act because: _____

E. **Child/ren Who Are At Least 18 and Under 21 Years of Age.**

_____ (child/ren's name) is at least 18, 19, or 20 years of age, is unmarried and has:

Waived further appearance in these proceedings.

- Signed and stipulated to the terms of judgment evidenced by the signature below.
- Fully participated in the proceedings and the judgment effectively binds him/her to the terms.

NOW, THEREFORE, IT IS HEREBY ORDERED:

The terms of this judgment are effective immediately. The marital/domestic partner status of the parties shall terminate on the date this judgment is signed by the judge.

1. Parenting Plan

Custody of the child/ren is awarded as follows:

- Petitioner is awarded sole custody of the following child/ren (*list names*): _____
- Respondent is awarded sole custody of the following child/ren (*list names*): _____
- The parties have agreed to joint custody of the following child/ren (*list names*): _____

Petitioner Respondent should have parenting time with the child/ren as set forth in the attached Parenting Plan, labeled Exhibit ____, or Other: _____

Petitioner Respondent shall not have parenting time because this would endanger the health and safety of the child/ren.
 Parenting time shall be supervised by _____ Any cost of the supervision shall be paid by Petitioner Respondent Other: _____

Petitioner and Respondent shall each provide contact addresses and contact telephone numbers to the other and notify each other of any emergency circumstances or substantial changes in the child/ren's health.

Neither parent shall move to a residence more than 60 miles further distant from the other parent without giving the other parent reasonable notice of the change of residence and providing a copy of such notice to the court, or the requirement of ORS 107.159 regarding notice of move is suspended for good cause found.

2. Cash Child Support.

Complete either (a) or (b) below:

- (a) Cash child support shall be paid by Petitioner to Respondent or Respondent to Petitioner:
 - In the amount of \$ _____ for _____ children. This is the amount presumed correct as determined under the Oregon child support guidelines. **or**
 - In the amount of \$ _____ for _____ children. The amount presumed correct as determined under the Oregon child support guidelines, \$ _____, would be unjust or inappropriate for the following reasons: _____

(The reasons must also be shown on the support worksheets you attach to this judgment.)

Petitioner Respondent shall pay cash child support beginning on:
 The first (or _____) day of the month following the date of the judgment and continuing on the same day of each month thereafter.

or

_____, the date Respondent was served with the petition, and continuing on the same day of each month thereafter (*check this option only if requested in the Petition or agreed to by the parties*).

(b) No cash child support is ordered in this judgment because:

An order, including medical support, for child support in the monthly amount of \$ _____ has already been ordered in Circuit Court case number _____ in _____ County, Oregon.

Other reason: _____

3. Medical Support. Complete section (a) or (b) below. Also complete section (c) or (d) below.

Complete (a) or (b):

(a) Private Health Care Coverage is Appropriate and Available.

Petitioner Respondent Both Petitioner and Respondent has/have appropriate private health care coverage available for the parties' child/ren through an employer, spouse, domestic partner or other source. Petitioner Respondent Both Petitioner and Respondent is/are ordered to obtain and/or maintain this coverage throughout the period of the support obligation for the benefit of the parties' child/ren.

Health care coverage is not ordered in this judgment because it has already been ordered in another case as described in section 2(b) above.

(b) No Private Health Care Coverage is Appropriate or Available.

Neither Petitioner nor Respondent has appropriate private health care coverage available for the parties' child/ren. Petitioner Respondent Both Petitioner and Respondent must provide appropriate private health care coverage for the child/ren when such coverage becomes available to them at a reasonable cost through any source.

The custodial parent shall enroll or maintain the child/ren in public health care coverage.

Complete (c) or (d):

(c) Cash Medical Support Ordered.

Because the parent receiving cash child support is ordered to maintain private health care coverage and the parent paying cash child support is not ordered to maintain private health insurance, in addition to cash child support Petitioner Respondent must pay \$ _____ for cash medical support to Petitioner Respondent, **or**

Because neither parent has appropriate private health care coverage available for the parties' child/ren: Petitioner must pay cash medical support in the monthly amount of \$_____ to Respondent and/or Respondent must pay cash medical support in the monthly amount of \$_____ to Petitioner.

(d) Cash Medical Support Not Ordered.

- Cash medical support is not ordered for the following reasons:
 - The parent paying cash child support is also providing health care coverage.
 - Section (e) below requires the parties to share the cost of the child/ren's uninsured medical expenses.
 - Petitioner's Respondent's gross monthly income is at or below the Oregon minimum wage for full-time employment.
 - Other reason: _____

(e) Responsibility for Uninsured Health Expenses.

After the custodial parent pays the first \$250 per year per child, Petitioner must pay _____% and Respondent must pay _____% of the reasonably incurred uninsured health, accidental, dental, orthodontic, and optical costs incurred by the child/ren, including costs for prescriptions. This obligation is in addition to instead of any cash medical support ordered above in paragraph 2 as part of the child support award.

4. Length of Child Support.

Unless the child becomes self-supporting, emancipated, or married:

- The support ordered in paragraphs 2 and 3 above for each child shall continue until the child reaches eighteen (18) years of age.
- The support ordered in paragraphs 2 and 3 above for each child shall continue until the child reaches age 21 if the child qualifies for support as a child attending school as defined by Oregon law.

NOTICE ABOUT PERIODIC REVIEWS

If you are receiving child support services through the Department of Justice, either parent may request that the Department of Justice/Division of Child Support review the amount of support ordered after three years from the date the order took effect or at any time upon a substantial change of circumstances.

///

5. Payment of Child Support

Effect on existing orders. This order shall modify and replace the following existing order (*list court/agency and case number*): _____ because the existing order was issued by an Oregon court or agency, one of the parents or the child/ren receiving support under the order still resides in Oregon, and circumstances have changed since the order was entered.

Pursuant to ORS 25.378(1), an income withholding order shall be issued to enforce the child support obligation unless an exception is indicated below.

Exceptions to withholding. Income withholding is not ordered at this time because there is no support arrearage, the paying parent has not previously been granted an exemption from withholding, and:

The parents, and the State, if support rights are assigned, have agreed in writing to an alternative arrangement; or

Good cause not to require withholding is found because there is proof of timely payment of previously-ordered support and income withholding would not be in the best interests of the child.

All payments of child support shall be made (check either (a) or (b) below):

(a) To the Oregon Department of Justice, Child Support Accounting Unit, P.O. Box 14506, Salem, Oregon, 97309 or by electronic payment withdrawal (EPW) or electronic funds transfer (EFT).

(b) Pursuant to the above exception, directly to Petitioner's Respondent's checking or savings account. A receipt of deposit shall be kept by the parent paying support as proof of payment. A canceled check is also prima facie evidence that payment has been made. The person receiving support shall provide the paying parent with current deposit slips and/or bank name, account name and account number.

NOTICE OF INCOME WITHHOLDING

This child support order is enforceable by income withholding under ORS 25.378 to 25.390, 25.414 to 25.372 and 25.375. Withholding shall occur immediately, whenever there is an arrearage at least equal to the support payment for one month, whenever the obligated parent requests such withholding, or whenever the obligee requests withholding for good cause. The District Attorney or, as appropriate, the Division of Child Support of the Department of Justice, will assist in securing such withholding. Exceptions may apply in some circumstances.

6. Dependents for Tax Purposes.

Petitioner Respondent shall be entitled to claim the following child(ren) as dependent(s) for tax purposes beginning the year this judgment is entered (*list names*): _____

OR

Other (*specify*): _____

7. Life Insurance Coverage for Child/ren.

Petitioner Respondent shall obtain and maintain life insurance for the benefit of the parties' child/ren throughout the period of the support obligation if he/she is insurable. The coverage shall be in the amount of \$ _____.

NOTICE ABOUT PARENTING TIME AND CHILD SUPPORT

The terms of child support and parenting time (visitation) are designed for the child’s benefit and not the parents’ benefit. You must pay support even if you are not receiving parenting time. You must comply with parenting time and visitation orders even if you are not receiving child support.

Violation of child support orders and visitation or parenting time orders is punishable by fine, imprisonment or other penalties.

Publicly funded help is available to establish, enforce, and modify child support orders. Paternity establishment services are also available. Contact your local district attorney, the domestic relations court clerk, or the Department of Justice at 1-800-850-0228 or 503-378-5567 for information. Information is also available at www.oregonchildsupport.gov.

Publicly funded help may be available to establish, enforce, and modify parenting time or visitation orders. Forms are available to enforce parenting time or visitation orders. Contact the domestic relations, civil court

8. Spousal Support and Life Insurance.

- No spousal support or spousal life insurance is ordered in this case.
- The terms indicated on the inserted Supplement to Judgment shall be in effect.

9. Real Property Distribution.

- Neither Petitioner nor Respondent has any interest in any real property located in this or in any other state.
- Petitioner Respondent has/have an interest in real property located at the address of _____
- This property shall be distributed as follows: _____
- Additional page labeled “Paragraph 9 - Real Property Distribution continued” attached.
- The legal description of the property is attached as “Exhibit _____” and incorporated into this Judgment.
- Petitioner Respondent shall be responsible for the preparation, signing and recording of a deed, transferring the real property as required by this judgment.
- Distribution of this property is not within the jurisdiction of this court.

10. Personal Property Distribution (including motor vehicles).

The Petitioner and Respondent have divided between them all personal effects, household goods and other personal property they own separately or together, and each shall be awarded those items now in their possession.

- The Petitioner is awarded the following personal property: _____

Additional page labeled “Paragraph 10 - Petitioner’s Personal Property Distribution continued” attached.

The Petitioner is awarded his/her retirement benefits, pension plan, profit-sharing plan, deferred compensation plan, and/or stock option plan held by Petitioner's current or past employer, free of any interest in the Respondent.

The Respondent is awarded his/her retirement benefits, pension plan, profit-sharing plan, deferred compensation plan, and/or stock option plan held by Respondent's current or past employer, free of any interest in the Petitioner.

The Respondent is awarded the following personal property: _____

Additional page labeled "Paragraph 10 - Respondent's Personal Property Distribution continued" attached.

11. Distribution of Debts.

The debts shall be paid as follows:

Name of Creditor (who money is owed to)	What debt is for	Amount	Who shall pay (Petitioner or Respondent)

Additional page attached, labeled "Paragraph 11 - Distribution of Debts continued".

Each party shall be responsible for the payment of all debts incurred by him/her individually since the date of the separation; all debts which are distributed to him/her by the court; and all debts which are secured by property distributed to that party. Also, if any creditor asks the spouse/domestic partner not responsible for a debt to pay all or a portion of it, and s/he does so, the spouse/domestic partner responsible for that debt shall reimburse the other spouse/domestic partner for any monies s/he paid to the creditor after the date this judgment was entered.

The date of separation (when you began living apart) was: _____.

12. Transfer of Property and Debts.

Within thirty (30) days of the date of this judgment, each party shall execute, acknowledge and deliver whatever documents are necessary to accomplish the distribution of debts and property ordered by the court. The judgment shall operate to convey title to the party awarded the property if the other party fails to comply with this requirement.

13. Former Name.

Petitioner's Respondent's former name of _____ is restored.

14. Additional Provisions: _____

Additional page attached labeled "Paragraph 14 - Additional Provisions continued".

15. Court Costs and Fees.

A. Deferred Costs and Fees

Any court costs and service fees (if service was completed by the Sheriff) that were deferred (required to be paid at a later date) by the court shall be paid by:

- Petitioner
- Respondent.
- Both parties equally
- Other: _____

B. Costs and Fees Paid by the Parties

- Each party shall be responsible for paying his/her own court costs and service fees for this case.
- To be paid by both parties equally
- Petitioner Respondent shall reimburse the other spouse for his/her court costs and service fees for this case.

Other: _____

Judgment shall be entered according to the cost and fee allocation listed above.

16. Information Required by ORS 25.020 and ORS 107.085.

Based on a finding that the health, safety, or liberty of Petitioner Respondent or a child, _____, would unreasonably be put at risk by disclosure of the following information, Petitioner Respondent has been allowed not to disclose this information.

Both parties shall inform the Court and the Department of Justice (P.O. Box 14506, Salem, Oregon 97309) in writing of any change in the below information required by ORS 25.020 within ten (10) days of such change, unless a finding of unreasonable risk has been made in this case. If the court has ordered that a party be allowed not to disclose information, the Department of Justice or the District Attorney shall not disclose the information in the following section to the other parent.

Otherwise:

	Petitioner	Respondent
Full Name		
Former Legal Name(s)	Not listed here. Listed in UTCR 2.130 CIF.	Not listed here. Listed in UTCR 2.130 CIF.
Age		
Address or Contact Address		
Telephone Number		

Social Security Number	Not listed here. Listed in UTCR 2.130 CIF.	Not listed here. Listed in UTCR 2.130 CIF.
Driver License Number	Not listed here. Listed in UTCR 2.130 CIF.	Not listed here. Listed in UTCR 2.130 CIF.
Employer Name	Not listed here. Listed in UTCR 2.130 CIF.	Not listed here. Listed in UTCR 2.130 CIF.
Employer Address	Not listed here. Listed in UTCR 2.130 CIF.	Not listed here. Listed in UTCR 2.130 CIF.
Employer Telephone	Not listed here. Listed in UTCR 2.130 CIF.	Not listed here. Listed in UTCR 2.130 CIF.

Additional page labeled "Paragraph 16 - Required Information continued" attached.

Date of marriage/domestic partnership: _____.

Place of marriage/domestic partnership: _____.

17. Money Award. Child Support Obligation included not included.

Spousal Support included not included.

Additional information	PETITIONER	RESPONDENT
Full Name		
Address or Contact Address		
Attorney's Name, Telephone Number and Address (if applicable)		
Year of Birth		
Last Four Digits of Driver License Number and State of Issuance		
Last Four Digits of the Support Obligor's Social Security Number		

The following information is to be provided by any party entitled to receive a money award (a "judgment creditor") as listed in this Judgment.

Others Entitled to Portions of Judgment Payable to PETITIONER	The following person(s) or public bod(ies) are known by Petitioner to be entitled to a portion of a payment made on the judgment (other than Petitioner's attorney): <input type="checkbox"/> None or <input type="checkbox"/> _____ _____
---	--

Others Entitled to Portions of Judgment Payable to RESPONDENT	The following person(s) or public bod(ies) are known by Respondent to be entitled to a portion of a payment made on the judgment (other than the Respondent's attorney): <input type="checkbox"/> None or <input type="checkbox"/> _____ _____
---	---

Type of Judgment		Amount of Judgment
Child Support Award	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	\$_____ per month, of which \$_____ is cash medical support. Starting on: <input type="checkbox"/> the first (or _____) day of the month following the date of the judgment and continuing on the same day of each month thereafter, or <input type="checkbox"/> _____, the date Respondent was served with the Petition, and continuing on the same day of each month thereafter. Support will last until each child turns: <input type="checkbox"/> 18 or <input type="checkbox"/> 21 if attending school under ORS 107.108.
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	
Spousal Support Award	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	1. \$_____ per month. Starting on: <input type="checkbox"/> the first (or _____) day of the month following the date of the judgment and continuing on the same day of each month thereafter, or 2. <input type="checkbox"/> _____, the date Respondent was served with the Petition, and continuing on the same day of each month thereafter. Support will last until _____ (date) or the death of either party, whichever comes first. 2. A lump sum payment of \$_____ to be paid by (date): _____
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	

SPOUSAL SUPPORT PAYMENTS ARE TAXABLE TO THE OBLIGEE SPOUSE AND DEDUCTIBLE TO THE OBLIGOR SPOUSE. ALL PAYMENTS TERMINATE UPON THE DEATH OF EITHER PARTY.

Property Division (if applicable)	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	1. \$_____ per month, starting on the <input type="checkbox"/> first day or <input type="checkbox"/> Other: _____ of the month following the date of the judgment until the total amount of \$_____ is paid in full; or 2. A lump sum payment of \$_____ to be paid by: _____ (date).
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	

Prejudgment Interest (Note: ORS 21.607(1) disallows interest on fees that have been deferred.)	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	\$ _____
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	
Postjudgment Interest (Note: ORS 21.607(1) disallows interest on fees that have been deferred.)	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	Nine percent (9 %) per annum simple interest on the unpaid balance of the total judgment amount(s) of \$_____. Interest accrues from the date the judgment is entered and continues until fully paid.
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	
Accrued Arrears (if any) on judgments to be paid on a periodic basis	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	1. \$_____ per month, starting on the <input type="checkbox"/> first day or <input type="checkbox"/> Other: _____ of the month following the date of the judgment until the total amount of \$_____ is paid in full; or 2. A lump sum payment of \$_____ to be paid by: _____ (date).
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	
Costs and Service Expenses (e.g., filing fees, hearing fees, trial fees, process fees)	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	\$ _____
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	

Attorneys Fees (if any)	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	\$ _____
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	

DATED this _____ day of _____, 20_____.

Circuit Court Judge

Print Name

OPTIONAL: APPLICATION FOR FULL CHILD SUPPORT PROGRAM SERVICES: By signing below, I apply for child support services, including enforcement, from the Child Support Program(CSP). Check the box in Paragraph 4(a) if you are requesting accounting and disbursement services only. (Note: If you never received TANF, tribal TANF or AFDC in any state, an annual \$25 fee will apply if over \$500 is collected and distributed to the family each year.)

 Petitioner Signature

Date

 Respondent Signature

Date

All parties have agreed (stipulated) to the terms of this judgment.

If applicable, child who is at least 18 and under 21 years of age, has agreed (stipulated to the terms of this judgment):

 Child, Signature

Certificate of Document Preparation. You are required to truthfully complete this certificate regarding the document you are filing with the court. Check all boxes and complete all blanks that apply:

- I selected this document for myself and I completed it without paid assistance.
- I paid or will pay money to _____ for assistance in preparing this form.

I HEREBY DECLARE THAT THE ABOVE STATEMENT IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT I UNDERSTAND IT IS MADE FOR USE AS EVIDENCE IN COURT AND IS SUBJECT TO PENALTY FOR PERJURY.

DATED: _____.

 Petitioner Signature

 Respondent Signature

Printed Name

Printed Name

Address or Contact Address

Address or Contact Address

City, State, Zip

City, State, Zip

Telephone or Contact Telephone

Telephone or Contact Telephone

Certificate of Mailing.

I certify that I mailed a copy of this judgment and attachments thereto by U.S. Mail with postage paid to the other party at the following address: _____

on the following date: _____

 Petitioner Respondent, Signature

Print Name