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**STATE OF OREGON**

**DISSOLUTION OF MARRIAGE PACKAGE**

**ADULT CHILDREN**

**With or Without Property**

**Control Number OR-004-D**

This packet contains the following:

1. Information about Dissolution of Marriage
2. Form List
3. Form Explanations
4. Instructions and Steps
5. Checklist
6. Access to Law Summary

**You and your spouse must agree to all terms of the dissolution to use this packet.**  
**All forms must be printed on bond paper.**

## INFORMATION ABOUT DIVORCE

1. **WHO CAN USE THESE FORMS:** You may use this dissolution of marriage package only when all of the following facts are true;

- (a) There were no minor children of the marriage.
- (b) You and your spouse agree on all terms of the dissolution.
- (c) You and/or your spouse are a resident of the State of Oregon.

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 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 party knows what is being asked for in the Judgment is different from what was in the Petition.

2. **THE BASICS:** To use this dissolution of marriage package, there are two basic requirements that must be met. Those requirements are:

- (a) You must satisfy the *residency* requirements.
- (b) You must be seeking a decree of dissolution of marriage based upon the ground of irreconcilable differences.

3. **RESIDENCY REQUIREMENTS:** Oregon law requires that in an action for dissolution of marriage, a suit for its dissolution may be maintained if the marriage was solemnized in this state and either party is a resident of or domiciled in the state at the time the suit is commenced. If the marriage was not solemnized in this state, at least one party must be a resident of or be domiciled in the state at the time the suit is commenced and continuously for a period of six months prior thereto.

4.  **GROUNDS FOR DIVORCE:** Under Oregon law, a decree of dissolution of marriage may be granted based upon the following grounds:
  - a. When either party to the marriage was incapable of making such contract or consenting thereto for want of legal age or sufficient understanding;
  - b. When the consent of either party was obtained by force or fraud, provided that the contract was not afterward ratified.
  - c. Irreconcilable differences.

This package is for use by parties seeking a decree of dissolution of marriage based upon the ground of irreconcilable differences.

5.  **WAITING PERIOD:** Oregon law provides that no trial or hearing on the merits in a suit for the dissolution of a marriage shall be had until after the expiration of 90 days from the date of:
  - a. The service of the summons and petition upon the respondent; or
  - b. The first publication of summons.

Upon written motion, the court may in its discretion grant a judgment dissolving the marriage prior to the expiration of the waiting period. The written motion must be supported by an affidavit setting forth grounds of emergency or necessity and facts that satisfy the court that immediate action is warranted to protect the rights or interest of any party or person who might be affected by a final judgment in the proceedings.

An affidavit stating that a stipulated judgment has been signed by the parties is adequate grounds of necessity for immediate action. If the court grants a judgment before the expiration of the waiting period, the court shall find and recite in the judgment the grounds of emergency or necessity and the facts with respect thereto.

6.  **ALIMONY/SUPPORT:** Since this is an agreed divorce, you and your spouse will decide issues of alimony. The forms included with this package assume that no alimony will be paid and is waived, but you may add provisions for alimony if you desire. Oregon law provides for three different categories of spousal support: transitional, compensatory and spousal maintenance. Transitional support may be ordered for a spouse 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. Spousal maintenance may be ordered for the support of one spouse. 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

In a contested case, the court may order spousal support in an amount of money for a period of time as may be just and equitable for one party to contribute to the other, in gross or in installments or both. In making the spousal support order, the court shall

designate one or more categories of spousal support and shall make findings of the relevant factors in the decision. The court may order:

- (a) Transitional spousal support as needed for a party to attain education and training necessary to allow the party to prepare for reentry into the job market or for advancement therein. The factors to be considered by the court in awarding transitional spousal support include but are not limited to:
  - (i) The duration of the marriage;
  - (ii) A party's training and employment skills;
  - (iii) A party's work experience;
  - (iv) The financial needs and resources of each party;
  - (v) The tax consequences to each party;
  - (vi) A party's custodial and child support responsibilities; and
  - (vii) Any other factors the court deems just and equitable.
  
- (b) Compensatory spousal support when there has been a significant financial or other contribution by one party to the education, training, vocational skills, career or earning capacity of the other party and when an order for compensatory spousal support is otherwise just and equitable in all of the circumstances. The factors to be considered by the court in awarding compensatory spousal support include but are not limited to:
  - (i) The amount, duration and nature of the contribution;
  - (ii) The duration of the marriage;
  - (iii) The relative earning capacity of the parties;
  - (iv) The extent to which the marital estate has already benefited from the contribution;
  - (v) The tax consequences to each party; and
  - (vi) Any other factors the court deems just and equitable.
  
- c. Spousal maintenance as a contribution by one spouse to the support of the other for either a specified or an indefinite period. The factors to be considered by the court in awarding spousal maintenance include but are not limited to:
  - a. The duration of the marriage;
  - b. The age of the parties;
  - c. The health of the parties, including their physical, mental and emotional condition;
  - d. The standard of living established during the marriage;

- e. The relative income and earning capacity of the parties, recognizing that the wage earner's continuing income may be a basis for support distinct from the income that the supported spouse may receive from the distribution of marital property;
- f. A party's training and employment skills;
- g. A party's work experience;
- h. The financial needs and resources of each party;
- i. The tax consequences to each party;
- j. A party's custodial and child support responsibilities; and
- k. Any other factors the court deems just and equitable.

- (e) For the delivery to one party of such party's personal property in the possession or control of the other at the time of the giving of the decree.

7. **DISTRIBUTION OF 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 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. 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.

Since this is an agreed upon divorce, the parties will agree to property distributions. Oregon is an “equitable distribution” state. In a contested case, this means that the court will divide the marital property between the parties in such proportions as the court deems just and proper in all the circumstances. The court shall consider the contribution of a spouse as a homemaker as a contribution to the acquisition of marital assets. There is a rebuttable presumption that both spouses have contributed equally to the acquisition of property during the marriage, whether such property is jointly or separately held.

The court shall require full disclosure of all assets by the parties in arriving at a just property division. In arriving at a just and proper division of property, the court shall consider reasonable costs of sale of assets, taxes and any other costs reasonably anticipated by the parties. If a spouse has been awarded spousal support in lieu of a share of property, the court shall so state on the record, and shall order the obligor to provide for and maintain life insurance in an amount commensurate with the obligation and designating the obligee as beneficiary for the duration of the obligation.

8. **NAME CHANGE:** The Court may, upon granting a decree of dissolution of marriage, change the name of either spouse to a name the spouse held before the

marriage.

9. **LEGAL SEPARATION:** The State of Oregon permits judgments of legal separation to be granted upon the grounds of irreconcilable differences between the parties that has caused a temporary or unlimited breakdown of the marriage. **107.025**

**For more information, see the Oregon Divorce Law Summary.**

## FORMS LIST

1. Instructions: Filing for Dissolution (Divorce) Cases Without Children (**OR-1C-08-IN**)
2. Acknowledgement about Dissolution/Divorce/Separation (**OR-1BC-03**)
3. Petition for Dissolution of Marriage (**OR-1C-06**)
4. Summons – Domestic Relations Suit (**OR-1BC-04-S**)
5. Notice of Statutory Restraining Order Preventing the Dissipation of Assets in Domestic Relation Actions (**OR-1BC-01-A**)
6. Affidavit of Service (**OR-1BC-07**)
7. Acceptance of Service (**OR-1BC-02**)
8. Instructions for the UTCR2.100 Forms (**OR-UTCR2-100-IN**)
9. UTCR 2.100 Affidavit with Request to Segregate Social Security Numbers Only (Short Form) (**OR-UTCR2-100-S**)
10. UTCR2.100 Affidavit with Request to Segregate Protected Personal Information from Concurrently Filed Document (Long Form) (**OR-UTCR2-100-L**)
11. Petitioner’s Ex Parte Motion for Order of Default and Order (**OR-1BC-01**)
12. Petitioner’s Affidavit in Support of Motion for Order of Default (**OR-1BC-04**)
13. Request for Hearing re: Statutory Restraining Order (**OR-1BC-01-R**)
14. Instructions: Responding to Petition for Dissolution (Divorce) No Children (**OR-1E-06-IN**)
15. Response to Petition for Dissolution (**OR-1E-03**)
16. Respondent’s Certificate of Mailing (**OR-1E-01**)
17. Respondent’s Acknowledgment about Dissolution (Divorce) Separation (**OR-1E-1D-01**)
18. Motion for Order Allowing Entry of Judgment on Affidavit in

Lieu of Hearing (**OR-1BC-03-B**)

19. Affidavit in Support of Motion for Order Allowing Entry of Judgment on Affidavit in Lieu of Hearing (**OR-1BC-03-A**)
20. Petitioner's Affidavit Supporting Judgment of Dissolution (**OR-1C-02**)
21. General Judgment of Dissolution of Marriage and Money Award (**OR-1C-09**)

A *Civil Cover* sheet may be required by some Counties and should be available from the Clerk.

The *Vital Statistics* form is available from your local court clerk.



## FORM EXPLANATIONS

All forms included in this package are identified below.

1.     **Instructions: Filing for Dissolution (Divorce) Cases Without Children (OR-1C-08-IN)** This form includes the instructions for uncomplicated divorce cases where there are no minor children. The instructions are broken down into four (4) basic steps.
  
2.     **Acknowledgement about Dissolution/Divorce/Separation (OR-1BC-03)** This form states that you are filing for dissolution/divorce without full representation of an attorney. It also states that that you will be responsible for court fees and will seek advice of an attorney if your spouse contests or disagrees with the divorce or the terms of the divorce.
  
3.     **Petition for Dissolution of Marriage (OR-IC-06)** This is the document in which you are asking the court to grant your divorce along with any other relief requested. You must follow the instructions provided to complete the Petition for Dissolution.
  
4.     **Summons – Domestic Relations Suit (OR-1BC-04-S)** You are required to have your spouse served by having papers delivered to them. This document is used to inform the Respondent that a suit has been filed against him or her and orders the Respondent to appear before the court and file any pleadings necessary within 30 days after service of the summons.
  
5.     **Notice of Statutory Restraining Order Preventing the Dissipation of Assets in Domestic Relation Actions (OR-1BC-01-A)** 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 parties are not prohibited. 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.
  
6.     **Affidavit of Service (OR-1BC-07)** An Affidavit of Service is a form used by the Petitioner. Is certifies that the Respondent was in fact served with process of the dissolution papers by either personal service, certified mail, or substitute service.

7. **Acceptance of Service (OR-IBC-02)** This form is filed by the respondent and acknowledges receipt of the Summons, Petition for Dissolution of Marriage and Notice of statutory restraining order.
8. **Instructions for the UTCR2.100 Forms (OR-UTCR2-100-IN)** These instructions contain basic information about UTCR 2.100 forms. Oregon law requires that Social Security numbers be given but kept confidential from the public in dissolution, separation and annulment proceedings filed after January 1, 2004. (ORS 107.840) A short form and long form are offered. **Do not place your or your children’s Social Security numbers on your pleadings.**  
**NOTE: You are REQUIRED to fill out and use one of the UTCR 2.100 Affidavits, either the short form or the long form.**
9. **UTCR 2.100 Affidavit with Request to Segregate Social Security Numbers Only (Short Form) (OR-UTCR2-100-S)** Use UTCR 2.100 SHORT FORM to segregate only your Social Security number.
10. **UTCR2.100 Affidavit with Request to Segregate Protected Personal Information from Concurrently Filed Document (Long Form) (OR-UTCR2-100-L)** If you wish to segregate additional protected personal information, use UTCR 2.100 LONG FORM.
11. **Petitioner’s Ex Parte Motion for Order of Default and Order (OR-1BC-01)**  
 Your spouse 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. If a response has been filed within the 30 day time limit, you will not be allowed to take a default.
12. **Petitioner’s Affidavit in Support of Motion for Order of Default (OR-1BC-04)** This Affidavit certifies that the respondent is not now an active member of the military or a minor, incapacitated or financially incapable person. Make a copy of the filled out Petitioner’s Ex Parte Motion for Order of Default and Affidavit and file the original with the court anytime after 30 days have expired from the date of service.
13. **Request for Hearing re: Statutory Restraining Order (OR-1BC-01-R)** This form may be used to request a hearing to modify the statutory restraining order or request or hearing to apply for further temporary order.
14. **Instructions: Responding to Petition for Dissolution (Divorce) No Children**

(OR-1E-06-IN) This set of instructions explains how to file a response to a petition for dissolution of marriage (divorce). When filling out the forms, follow the directions. File the original with the court clerk. 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.

15. **Response to Petition for Dissolution (OR-1E-03)** You have 30 days following the date you were served with the petition to file a written response with the court clerk and pay the filing fee. In the response, space is provided for you to state that you disagree with certain items asked for in the petition. You may also write in items that you would like the court to order that were not included in the petition. These are called “counterclaims.” If you agree with everything asked for in the petition, you are not required to file a response. The court will enter judgment based on what was asked for in the petition. After you have filled out the Response, make two copies. One copy is for your records, and the second copy is for your spouse. If your spouse does not have an attorney, mail your spouse’s copy to your spouse’s address and fill out the Certificate of Mailing form, and file it with the court.

16. **Respondent’s Certificate of Mailing (OR-1E-01)** If your spouse does not have an attorney, mail your spouse’s copy to your spouse’s address and fill out the Certificate of Mailing form, and file it with the court.

17. **Respondent’s Acknowledgment About Dissolution (Divorce) Separation (OR-1E-1D-01)** This form states that you are filing for dissolution/divorce without full representation of an attorney. It also states that that you will be responsible for court fees and will seek advice of an attorney if your spouse contests or disagrees with the divorce or the terms of the divorce.

18. **Motion for Order Allowing Entry of Judgment on Affidavit in Lieu of Hearing (OR-1BC-03-B)** This form is used in a suit for dissolution of marriage where the parties are co-petitioners, or respondent is found by the Court to be in default, or the respondent appeared but waived further appearance, or the parties stipulate to the entry of a decree, ORS 107.095(4) authorizes the Court to enter a judgment of dissolution upon affidavit without a hearing.

19. **Affidavit in Support of Motion for Order Allowing Entry of Judgment on Affidavit in Lieu of Hearing (OR-1BC-03-A)** The Affidavit certifies that the information in the Motion for Order of Default and requests the Court grant an order allowing Entry of Judgment of Default.

20. **Petitioner’s Affidavit Supporting Judgment of Dissolution (OR-IC-02)**

This form is used to certify to the Court that certain facts of the Petition for  
Dissolution of Marriage. Complete and file this Affidavit with your Petition for  
Dissolution of Marriage. It must be signed by the Petitioner before a notary public.

21. **General Judgment of Dissolution of Marriage and Money Award (OR-1C-09)** This is a General Judgment of Dissolution, to be used in the State of Oregon when children are not involved. The form is used to grant the dissolution, along with any other relief requested.

## INSTRUCTIONS AND STEPS

**Note:** If a form contains a space for the signature of a Notary Public, it must be signed by you (and if necessary by your spouse) in front of a Notary Public, who must notarize the document. Prepare an original and several copies of each of your completed documents. Your spouse should have a copy of everything you file, stamped “filed” by the clerk. You should keep copies and the court must have originals.

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. The clerk will give you a case number when you file your papers. Make sure to put this on all copies and originals. Some forms have to be notarized or signed in the presence of a court clerk. You will need your picture ID for this. Many banks provide notary services. Many forms say on the bottom, “I certify that this is a true copy,” and provide a place to sign. Don’t sign this line on the original form or on your own copy. You need to sign this line only on the copies that are served on your spouse. Make yourself a copy of any document you are filing with the court. File the original with the court clerk.

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.

- STEP 1:** Starting Your Case: Fill out the following documents:
- *Acknowledgment about Dissolution*
  - *Petition for Dissolution of Marriage*
  - *Summons*
  - *UTCR 2.100 Affidavit, either SHORT FORM or LONG FORM (REQUIRED)*
  - *Record of Dissolution of Marriage (Vital Statistics form)*

Make one copy of all the forms for your records, and one copy of the Petition and Summons to serve on your spouse.

- STEP 2:** File all of the original forms that are listed above with the court clerk except the summons. The court clerk will ask you for a filing fee when you file your papers. Check with your local court to learn the amount of the filing fee. If you feel you can’t afford to pay the fee, you may ask the court to waive or defer your filing fee.
- The clerk will give you a number of handouts when you file your papers. The handouts usually include a notice regarding continuation of health coverage, a copy of ORS 107.089 (documents parties may have to give each other), notice regarding mediation, family law guidelines and services, and a

family law  
handout: one for you and  
required to serve the copy of ORS  
spouses must follow what it says.

resource list. The clerk will give you two copies of each  
one to be served on your spouse. You aren't  
107.089 on your spouse, but if you do, both

**STEP 3:** Once the above documents have been filed and copies provided to the non-filing party, the documents should be served on your spouse by the **one** of the following methods of Service:

**Standard Methods of Service**

**Personal Service** Delivery of papers directly to the other party

**Substitute Service** Delivery of papers to a person living 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.

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make

If you are not able to have your spouse 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, check with your local court for the appropriate form.

**STEP 4:** Oregon law gives your spouse 30 days to respond to your petition. The time starts running from the date of service. The response must be typed or written, and must be filed with the required filing fee. Your spouse may ask the court to waive or defer the fee. Your spouse 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. If a response has been filed, you will not be allowed to take a default and you will skip the sections about requesting a default.

**STEP 5:** To ask the court to enter a default, you must fill out the following forms:  
• *Ex Parte Motion for Order of Default; and Order*  
• *Affidavit in Support of Motion for Order of Default*

After you make yourself a copy of the filled out forms, you may file the originals with the court anytime after 30 days have expired from the date of service.

**STEP 6** Oregon law requires a 90 day waiting period between the time your spouse was served and the time the court can hold a final hearing on your case or sign the final judgment. You may ask the court to waive this period if your situation involves an emergency or necessity. The court must find that immediate action is needed to protect your rights or interests or those of your spouse or of a person who might be affected by the terms of the judgment. The court can also waive the period if you and your spouse have agreed to the terms of your divorce and have filled out and signed a “stipulated” (agreed to) judgment completely.

To ask the court to waive the 90 day period, you will need the Request for Waiver of 90 Day Waiting Period and all documents concerning the 90 Day Waiting Period.

**STEP 7** Finalizing Your Divorce:

A divorce is “final” the date the judgment of dissolution (divorce) is signed by a judge. If there are still items that you don’t agree on, 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 agreement.

**Forms to Finalize Your Divorce.**

The following forms are required to finalize your divorce:

- *Judgment of Dissolution (Divorce)*
- *Affidavit Supporting Judgment of Dissolution (Divorce)*

If your spouse did not file a response and the court has entered an Order for Default, or if your spouse responded and then filed a Waiver of Further Appearance and Consent to Entry of Judgment form, or if your spouse has **signed the Judgment**, you will also need the following:

- *Motion for Order Allowing Entry of Judgment on Affidavit in Lieu of Hearing; and Order*
- *Affidavit in Support of Motion for Order Allowing Entry of Judgment on Affidavit in Lieu of Hearing*

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

**Uniform Support Affidavit.** This form is only required if a response was filed, and you and your spouse do not agree on spousal support.

**Waiver of Personal Service.** After the judgment is signed, if one spouse doesn’t do what it says, the other spouse may ask the judge to enforce the judgment. The spouse asking for enforcement is required to personally serve (deliver) the other spouse with notice of this request. If you would like to keep your home address confidential, you may file this form listing another address for service. You are responsible for making sure you get all papers delivered to the address you list.

**The Final Judgment.**

The judgment finalizes your divorce and contains all of the issues decided in mediation, arbitration, hearing, or through your agreement. Check with your local court to determine whether you should complete this form, or whether the judge will fill it out. If both spouses agree on all issues, it may be prepared by either spouse as long as it is reviewed and signed by both spouses. If the spouses don't agree on all issues, the judge may direct one spouse to fill out the judgment. If your spouse 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 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 for your spouse (unless he or she didn't file a response), and file the original with the court. **If your case involves spousal support, file an extra copy of the proposed judgment with the court.**

Once the Judge has signed the *Judgment*, the Court Clerk will send to you notice that the Judgement has been signed and entered into the Court records.

**Notes:** When presenting Pleadings to the Clerk make sure you have at least 4 copies for the Clerk. The Clerk will return the copies to you that the Court does not need. If a Certificate of Mailing is on any form, a copy of the form should be mailed to the person indicated.



### **NOTE ABOUT COMPLETING THE FORMS**

The forms in this packet contain “form fields” created using Microsoft Word. “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

If you do not see the gray shaded form fields, go to the View menu, click on Toolbars, and then select Forms. This will open the forms toolbar. Look for the button on the forms toolbar that resembles a shaded letter “a”. Click in this button and the form fields will be visible.

The forms are locked which means that the content of the forms cannot be changed. You can only fill in the information in the fields.

If you need to make any changes in the body of the form, it is necessary for you “unlock” or “unprotect” the form. **IF YOU INTEND TO MAKE CHANGES TO THE CONTENT, DO SO BEFORE YOU BEGIN TO FILL IN THE FIELDS. IF YOU UNLOCK THE DOCUMENT AFTER YOU HAVE BEGUN TO COMPLETE THE FIELDS, WHEN YOU RELOCK, ALL INFORMATION YOU ENTERED WILL BE LOST.** To unlock, click on “Tools” in the Menu bar and then select “unprotect document”. You may then be prompted to enter a password. If so, the password is “uslf”. That is uslf **in lower case letters without the quotation marks**. After you make the changes relock the document before you begin to complete the fields.

After any required changes and re-protecting the document, click on the first form field and enter the required information. You will be able to navigate through the document from form field to form field using your tab key. Tab to a form field and insert your data. If you experience problems, please let us know.

## **LAW SUMMARY**

You may access the law summary for your State by using the link below:

<http://secure.uslegalforms.com/lawsummary/ID/ID-004-D.htm>

## DISCLAIMER

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