

## POND FAMILY MEDIATION



Simplified divorce resolution.

### FAMILY LAW FILING TIPS

Reference these tips before you head to circuit court to file your divorce or modification.

1. Check that your documents are consistent- that the names, emails and addresses are all spelled correctly and that there are no typos.
2. Make sure that everything is signed and where needed, appropriately notarized. You can go in to file together if you need a notary- the court typically has one in the clerk's office.
3. Do not staple your docs! The clerk needs to scan them into the system.
4. You can pay the filing fee to the clerk with a credit card or check but not cash.
5. Keep a copy of everything you are filing- sometimes the clerk takes the originals and sometimes they just scan them and give them back.
6. Put your documents in the right order – for Dissolution of Marriage it should go:
  - a. Cover Sheet for Family Court Cases
  - b. Notice of Related Cases
  - c. Petition for Dissolution of Marriage
  - d. Mediated Marital Settlement Agreement
  - e. Family Law Financial Affidavits (Both Parties)
  - f. Parenting Plan
  - g. Child Support Guidelines Worksheet
  - h. Certificates of Parenting Class Completion (Both Parties)
  - i. Uniform Child Custody Jurisdiction Enforcement Act Affidavit
  - j. Notice of Social Security Number (Both Parties)
  - k. Designation of Mailing and E-mail Addresses (Both Parties)
  - l. Final Judgment

If you have questions please email or call:

Danielle Pond – 904-209-9382 | [Danielle@PondFamilyMediation.com](mailto:Danielle@PondFamilyMediation.com)