

DISSOLUTION FILING INSTRUCTIONS

FILING FEE TOTAL \$205.00

Initial Filing

Take all papers to the **Clerk's Filing Office** off of the main lobby of the **Delaware County Justice Center 3100 S. Tillotson Ave., Muncie, IN** and tell them you wish to file a Dissolution of Marriage. You will need to pay the **\$177.00** filing fee with cash or a money order payable to the Clerk of Delaware County. Credit cards and/or debit cards are accepted through GovPayNet, however, there is a fee associated with this service. (There is an additional fee of \$28.00 for personal service effective 7/1/2015 making the total filing fee **\$205.00** if you require personal service).

If you want to try to have the filing fee waived at the time of filing, you will need to file the motion and order for fee waiver with the other paperwork specified below. This fee will need to be paid before the divorce is final.

Today, you will be filing an original copy of the **Petition for Dissolution of Marriage, Appearance Form, Marriage Dissolution Summons or the Waiver of Service of Summons**. The Deputy Clerk will give you a receipt for the filing fee and file stamped copies of the documents you filed.

The Deputy Clerk will fill in a case number on the documents that you filed. You will need to fill in that case number on all remaining forms that you will be filing later. Be sure that all copies of all forms have the complete case number.

DO NOT FILE THE OTHER PAPERS AT THIS TIME. KEEP THEM UNTIL THE 60 DAYS HAS EXPIRED.

After 60 Days

When sixty (60) days have expired from the date the Petition for Dissolution was filed, you are eligible to complete the divorce. To do so, take the final paperwork (the paperwork you kept when you filed the divorce) to the Clerk's office in the Justice Center. Be sure that the mailing addresses shown on the orders are still accurate. You should receive signed copies of the papers in the mail within a few days. If you don't, contact the Court to check the status.

After the Decree is Signed and if Child Support has been Ordered

Once the Decree is final and has been signed by the Judge, both parties will need to go to the **main Clerk's Office located at the Justice Center, 3100 S. Tillotson Ave/, Muncie, IN**. Take all court documents with you to initiate a record of child support payments. They will give you an identification number to use on all support transactions. Correct addresses and social security numbers will be required for both parties. You will be making all child support payments to that office unless it is an income withholding order. The Clerk's office will NOT accept personal checks for the payment of support. An additional payment for annual child support docket fee of \$55.00 will be due to reimburse the state for mailing and processing your support payments. This fee needs to be paid before June 30th every year.

Additional Information

Additional paperwork and information can be found on the state website www.in.gov/judiciary/selfservice.

Child Support Calculator can be found at www.in.gov/judiciary/childsupport.