

DISSOLUTION FILING INSTRUCTIONS

INITIAL FILING

FILING FEE TOTAL \$176.00

Take all papers to the Clerk's Filing Office in the main lobby of the Delaware County Justice Center 100 West Washington Street, Muncie, IN and tell them you wish to file a Dissolution of Marriage. You will need to pay the **\$176.00** filing fee with cash, money order payable to the Clerk of Delaware County. We do accept credit or debit cards through GovPayNet, however, there is a fee associated with this service. (There is an additional fee of \$25.00 for personal service effective 7/1/2015 making the total filing fee **\$201.00** if you require personal service).

Personal checks are NOT accepted.

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 three original copies of the Petition for Dissolution of Marriage, Both Appearance Forms, Marriage Dissolution Summons or the Waiver of Service of Summons. All copies of the Appearances, Petition for Dissolution of Marriage, and Marriage Dissolution Summons or the Waiver of Service of Summons should be stamped with the Clerk's file stamp. The Deputy Clerk will give you a receipt for the filing fee.

A Deputy Clerk will give you a case number. Fill in the last part of the case number on all forms (including the ones you will not be filing until 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 (do this only if there are children)

Once the Decree is final and has been signed by the Judge, both parties will need to go to the Clerk's Office in the County Building, 100 West Main Street, 2nd floor, 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 accept NO 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 county for mailing and processing your support payments. This fee needs to be paid before June 30th every year.

Additional Information

If there is a name change granted in the divorce, you will need to take a copy of the signed decree to the Clerk's Office to have it certified (red stamp with a seal). The certified decree will be the document you use to change your name at the Social Security Office, BMV, and other establishments.

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.