

How to eFile A Pro Se Divorce Filing In LIBERTY COUNTY

eFiling
begins
now.



REGISTER AT
PEACHCOURT.COM

Update July 1, 2024

Table of Contents

Information and Filing Checklist For Pro Se' E-filing	2-3
Additional Forms and information needed to E-file	4-9
Glossary of Terms	10
Methods to E-file your case through PeachCourt and Filing Fees	11
Are you planning to file in the Superior OR State Court of Liberty County	12
How do I create a PeachCourt account?	13
I have created my PeachCourt Account. Now what??	14
Scanning documents to be e-filed?	15
How do I eFile my documents into PeachCourt?	16-17
How do I pay for the filing fees?	18
Now What Happens??	19
A few more Important Tips and Forms	20-21

Quick Scan Tips:

After registration, you can scan all your documents prior to signing into the PAT to go to the new case filing option.

See page 15 “**Scanning documents” to be e-filed**”.

INFORMATION AND INSTRUCTIONS

FOR E-FILING *PRO SE* DOMESTIC RELATIONS CASES

RE: Legislation Change: SB 407, (§O.C.G.A. 15-6-11 and §15-7-5)

Passed in the 2018 Legislative Session, Effective Date: January 1, 2019

FEE CHANGE EFFECTIVE: July 1, 2024

Mandatory civil e-filing, effective on January 1, 2019 all **superior court** and **state court civil** cases and/or pleadings shall be electronically filed through a certified approved e-file portal. No paper original cases shall be accepted by the Clerk of Court's Office. The only exception by law is if a paper original case was filed prior to January 1, 2019 it can remain a paper filed case until the case is completed.

There are two methods of e-filing and these will be discussed further down in the instructions.

By law, the clerk and staff of the Office of the Superior Court of Liberty County cannot provide legal advice or assist anyone with preparation of pleadings of any kind. Parties are encouraged to consult with and employ legal counsel to represent them and to protect their legal rights.

****By filing *Pro-se* (which means acting as your own attorney) you are responsible for researching the laws for the state of Georgia and what is required of you based on said laws.** an acknowledgement is attached and must be signed.**

The following checklists are provided for the benefit of *pro se* filers to help ensure that divorce cases they file contain minimum necessary documents; however, it is the responsibility of the filer to submit all necessary documents and pleadings required by law and court rules.

Checklist of Documents Required for an Uncontested Divorce without Children

1. Complaint/Petition for Divorce
2. Acknowledgement of Service and Waiver of Jurisdiction
3. Verification
4. Summons- **automatically generated by PeachCourt Portal**
5. Consent to Trial 31 Days after Service and Waiver of Right to Trial by Jury
6. Marital Termination Agreement/Settlement Agreement
7. Final Judgment and Decree
8. Report of Divorce- **attached and should be uploaded at portal as a proposed order at portal**
9. General Contact Information- attached and must be completed
10. Domestic Relations Case Final Disposition Information Form- **attached and must be uploaded at portal as proposed order.**

Checklist of Documents Required for an Uncontested Divorce with Children

1. Complaint/Petition for Divorce
2. Acknowledgement of Service and Waive of Jurisdiction
3. Verification
4. Summons
5. Consent to Trial 31 Days after Service and Waiver of Right to Trial by Jury
6. Marital Termination Agreement/Settlement Agreement
7. Child Support Worksheet
8. Child Support Addendum
9. Parenting Plan

10. Divorcing Parents Seminar Certificates of Completion (Both Plaintiff and Defendant)
11. Domestic Relation Financial Affidavits (Both Plaintiff and Defendant)
12. Final Judgment and Decree (Long Form).
13. Report of Divorce
14. General Contact Information- attached and must be completed
15. Domestic Relations Case Final Disposition Information Form- **attached and must be uploaded at portal as proposed order.**

FILING FEES

The statutory fee for filing a divorce petition is **\$218.00**. Two payment methods at the PAT: 1. “pay by credit or debit card”, which is preferred. 2. “ pay by cash” **NOTE:** if you choose to “pay by cash” at the PAT the payment **must be pay in cash, cashier’s check, money order or business check at the front counter before leaving.** . **NOTE:** If you file from your home computer you will pay by credit or debit card. **Please abide by these payment methods.**

SHERIFF SERVICE FEES

The statutory fees for service of civil cases are **\$50.00 per defendant for Liberty County Only**. Two payment methods at the PAT: 1. “pay by credit or debit card”, which is preferred. 2. “ pay by cash” **NOTE:** if you choose to “pay by cash” at the PAT the payment **must be pay in cash, cashier’s check, money order or business check at the front counter before leaving.** **NOTE:** If you file from your home computer you will pay by credit or debit card.

WHEN FINAL HEARING WILL BE SCHEDULED

After the case has been accepted for filing it will be assigned to a Law Clerk. The Law Clerk will review the case to assure that all the requirements of the law have been met. If the case meets all the requirements then the Law Clerk will schedule a final hearing date. The Clerk of Superior Court’s Office will mail the notice of hearing to all required parties. Please give correct addresses in the case.

If the case doesn’t meet all requirements of the law then you will receive in the mail a “**case management order**”, please process immediately and return all required documents or information to us. Once our office receives the required documents then we will resubmit the case to the Law Clerk. Remember, it is important that you review the checklist on the front page prior to filing the case. If documents and/or information are missing from the case it will delay your final hearing.

NOTICE: You will not be allowed to discuss the case with the Law Clerk, please don’t try to contact them.

SELF-HELP SITES ON THE INTERNET

The Office of the Clerk of Superior Court of Liberty County does not provide legal forms or divorce packets. There are several Internet-based sites, from which legal forms may be obtained at no cost, including: www.southernjudicialcircuit.com (Legal forms for Pro Se Parties)

www.fultoncourt.org

www.hallcounty.org

www.lawhelp.org

WWW.DIVORCEWRITER.COM (\$150.00)

LAW LIBRARY

Pro se litigants may use the Liberty County Law Library to conduct legal research on Monday through Friday, from 8:30 a.m. until 12:00 p.m. (excluding holiday). The law librarian is prohibited by law from providing legal advice and assisting parties with research or preparation of pleadings.

DIVORCING PARENTS' SEMINAR

The **mandatory seminar** for divorcing parents is provided by:

Fraser Counseling Center

(Next to the Liberty County YMCA)

203 Mary Lou Drive

Hinesville, Georgia 31313

Phone: (912) 369-7777

Online course: www.puttingkidsfirst.org

Child Support Guidelines/Calculator

Guidelines for calculating and a calculator for child support are provided on the Clerk's Office website. Go to **www.libertyco.com**. Click on **Links** (on the left side of the webpage. Select **Child Support Guidelines/Calculator** and then **Guided Worksheet**. Follow the instructions provided. Once completed print worksheet, do not submit.

Press control key and press enter to get to this site to fill out the report of divorce form to attach to your divorce filings (Form 3907)

<https://dph.georgia.gov/sites/dph.georgia.gov/files/VitalRecords/Report%20of%20Divorce%2C%20Annulment%20or%20Dissolution%20of%20Marriage%20%28Form%203907%29.pdf>

Divorcing Parents Seminar

Each Parent Must Submit to the Court a Certificate

Presented by
[The Fraser Counseling Center](#)

203 Mary Lou Drive
Hinesville, Georgia 31313
Phone (912) 369-7777

NOTE: In any divorce in which custody of children under the age of 18 is at issue in the superior courts of the Atlantic Judicial Circuit of Georgia (including the superior courts of Bryan, Evans, Liberty, Long, McIntosh, and Tattnall counties), both parents must submit to the court a certificate of completion of the Seminar for Divorcing Parents before a final decree of divorce is granted.

Divorce is Recognized as a Very Stressful Experience

A divorce creates many changes in a young person's life. An old way of living is ending and there is anxiety that the future will be less loving.

Divorce for you, as a parent, also requires many adjustments, but, no matter what turmoil you have in your own life, you still have the responsibility to assist your children in their growth and development.

You can help your children meet the challenges that divorce brings by understanding through what they are experiencing. By knowing how youngsters feel about divorce and the normal reactions they have to it, you will be in a better position to give assistance.

It is hopeful that the divorcing seminar, "**Helping Children Cope with Divorce**", can help you and your children understand and adjust to the changes being experienced and that it will set the stage for future family growth.

Seminar Topics Include:

- How families experience divorce
- Typical reactions of children
- Developmental needs of children
- Skills that help children cope

- Pitfalls to avoid
- Parenting and communication skills

Seminar Location and Schedule

Hinesville:

Fraser Counseling Center
203 Mary Lou Drive (next to the Liberty County YMCA)
Hinesville, Georgia 31313
Phone: (912) 369-7777

1st Wednesday - 6:00 p.m. - 9:00 p.m. (excluding holidays)
1st Saturday - 9:00 a.m. - 12:00 p.m. (excluding holidays)

(Note: Schedule may change due to national holidays, so please call for confirmation of seminar dates and times).

Attendance

Sessions begin on time, so please arrive at least fifteen (15) minutes early to register and receive credit for your attendance.

Attendance is required of both parties in a divorce, separate maintenance, legitimation, change of custody and visitation action within 31 days of service of the divorce complaint upon the defendant.

Cost

Cost for the seminar is \$45.00 per person, which is payable by cash or money order only.

The fee may be waived; however, waiver of the fee requires presentation of a verified affidavit of poverty to the Office of the Clerk of Superior Court of the county in which you are resident. The Clerk of the Superior Court must approve the affidavit before waiver of any fee. [Click here for the form that must be completed if you are requesting a waiver of the program fee.](#)

Child Care is Not Provided

Please do not bring children to the seminar.

Case Number_____

GENERAL CONTACT INFORMATION

Plaintiff's Name: _____

Address: _____

Phone: _____

Defendant's Name: _____

Address: _____

Phone: _____

IN THE _____ COURT OF LIBERTY COUNTY
STATE OF GEORGIA

In Re: Case Number _____

I, the undersigned, acknowledge that I am filing *pro se* the above-captioned case (which means I am acting as my own attorney) and that I hold harmless the Clerk and Clerk's Staff of the Court for any outcome of said case, regardless of disposition.

Glossary of Terms

- **Public Access Terminal (PAT)** – The computer workstation provided to you for e-filing your documents into PeachCourt.
- **Portable Document Format (PDF)** – A file format that has captured all the elements of a printed document as an electronic image that you can view, navigate, print, or forward to someone else.
- **Pauper's Affidavit** - This document can be submitted to the Court to request a waiver for the payment of filing fees. If you are going to file a Pauper's Affidavit, please note that we DO NOT supply these forms to you.
- **PeachCourt** - E-filing portal provided by GreenCourt a certified approved vendor by the State of Georgia. For any assistance contact them toll free at 1-844-423-3453, Monday-Friday from 8 AM to 5 PM

Please Read Before You Proceed Any Further

There are two methods to e-file your case through PeachCourt Portal, please choose one option below.

1. You may choose to file from the convenience of your home by going to www.peachcourt.com. You can contact PeachCourt if you need any assistance 844-GA-EFILE (1-844-423-3453) it's a toll free number, Monday – Friday, 8 AM to 5 PM. By choosing this option you will be charged a one-time fee for electronically filing, (portal fees: \$30.00 for the 1st 10 filings and \$5.00 for each additional forward). What this means is the amount of times you log in to submit your documents. You are allowed 10 (ten) times for the one-time fee of \$30.00 and on the 11th (eleventh) time you log in to submit documents you will be charged an additional \$5.00 forward. If you're prepared with all the documents that's on the provided checklist then you should be able to submit all documents in 2 (two) or 3 (three) log-on. There is a credit card fee that will apply, (3.5 percent plus a 30 cent payment services fee per transaction that will be applied at check-out). **All filing cost and service cost are due at filing, see filing fees and sheriff service fees on.**
2. If you choose to file by using the PAT filing method in our office you will be allow to pay the filing fees at the portal by a credit card/debit card, a usage fee will be applied, (3.5 percent plus a 30 cent payment services fee per transaction will be applied). If you select the "pay by cash option" you will be required to pay in cash at the front intake window. **NOTE: If you select "pay by cash option" you MUST PAY IN CASH, CASHIERS CHECK OR BUSINESS CHECK. You will not be allowed to pay by debit or credit card at intake window. All filing cost and service cost are due at filing, see filing fees and sheriff service fees below.**

FILING FEES

The statutory fee for filing a divorce petition is **\$218.00**. Two payment methods at the PAT: 1. "pay by credit or debit card", which is preferred. 2. "pay by cash" **NOTE: if you choose to "pay by cash" at the PAT the payment must be pay in cash, cashier's check, money order or business check at the front counter before leaving.** . NOTE: If you file from your home computer you will pay by credit or debit card. **Please abide by these payment methods.**

SHERIFF SERVICE FEES

The statutory fees for service of civil cases are **\$50.00 per defendant for Liberty County Only**. Two payment methods at the PAT: 1. "pay by credit or debit card", which is preferred. 2. "pay by cash" **NOTE: if you choose to "pay by cash" at the PAT the payment must be pay in cash, cashier's check, money order or business check at the front counter before leaving.** NOTE: If you file from your home computer you will pay by credit or debit card.

If you selected method# 2 to file by using the Clerk's Office PAT proceed with these instructions

You must know which Court you are intending to file with PRIOR to starting the process. On the home screen of the PAT, there are 2 options available for e-filing with PeachCourt:

- 1) Superior Court
- 2) State Court

You must select the appropriate icon to begin the e-filing process. Upon your selection, you will be instructed to enter your user name and password. If you have not yet set up your PeachCourt Account, you will need to click on the "PeachCourt" logo which will redirect you to the home page for PeachCourt where you will now have the option to create a new account.

How do I create a PeachCourt Account?

If you do not currently have a PeachCourt account, you will need to create one to e-file your documents. Please follow these steps to create your account:

- 1) Visit <https://www.peachcourt.com/> The Icon on the desktop bottom left corner of the PAT.
- 2) Select the “Register” tab in the top, right-hand corner.
- 3) Enter your Last Name.
- 4) Enter your First Name.
- 5) Enter and Confirm your email address. If you do not have an email address, you are encouraged to create an email account to receive notifications regarding your filing.
 - a. This computer will **NOT** allow you to visit any website other than PeachCourt. If you need to create a new email account, you must do so on some other device or location.
- 6) Create a password for your PeachCourt account.
 - a. Password Rules:
 - i. At least 8 characters
 - ii. At least 1 CAPITAL letter
 - iii. At least 1 lowercase letter
 - iv. At least 1 number
 - v. At least 1 special character (such as !, @, #, \$)
- 7) Confirm your password (it must match exactly to what you previously entered).
- 8) Create a Secret Question.
 - a. Choices:
 - i. What model was your first car?
 - ii. What is your pass phrase?
 - iii. What is your first pet’s name?
 - iv. What high school did you attend?
- 9) Enter your Secret Answer.
- 10) Select the box indicating that you have “Read and Agree to the Terms & Conditions”.
- 11) Select the “Complete Registration” option.

If you have any questions regarding this part of the registration process, you will need to contact PeachCourt and speak to a Customer Experience Team Member.

I have CREATED my PeachCourt Account. Now what??

- 1) Select the “New Case” option which is located in the top, left corner of the screen (located immediately below the “PeachCourt” logo.
- 2) Enter the following information which is required to eFile your documents:
 - a. Are you an attorney?
 - b. Enter your address.
 - c. Enter your phone number.
 - d. Add a payment method. The choices of payment are as follows:
 - i. Credit/Debit Cards (**If this payment method must be paid at the PAT**)
 - ii. Cash (If this payment method is selected at the PAT but you must pay in cash at the front counter. (**This must be paid in cash, cashier’s check or local business check**).
- 3) Select “Submit”.
- 4) If you set up your PeachCourt Account with an email address, you will receive an email notification letting you know that your account was successfully set up.

If you have any questions regarding this part of the e-filing process, you will need to contact PeachCourt and speak to a Customer Experience Team Member.

SCANNING DOCUMENTS TO BE E-FILED

What format must my documents be in to e-file at the Clerk's office PAT?

What format did you bring your documents in for filing today? Did you bring in a stack of original papers for filing; or rather are the documents in a digital format and located on a jump drive?

The PAT will not allow you to visit websites other than www.peachcourt.com. Additionally, you are NOT allowed to insert a jump drive into the PAT. Therefore, if your documents are saved in your email or on a jump drive, you must print them out and bring in a paper format for eFiling.

All documents for e-filing with PeachCourt must be in a PDF format. Our office scanners will automatically convert your paper documents to a PDF format. You will not need to use a PDF converter program, unless you chose method 1 to file from the convenience of your home and your scanner doesn't auto convert to PDF then you will need to purchase or download a PDF converter program.

If you are initiating a new case, you will likely have multiple proceedings that must be e-filed. For example, if you are e-filing a new, Uncontested Divorce, you may have various documents such as a "Complaint" or "Acknowledgement of Service". Each document must be saved individually in a PDF format and given the appropriate title. It is suggested that you title each document with the heading that is included on the form you are using. For example, if your form is titled as a "Child Support Worksheet", you should save the document as a "Child Support Worksheet".

Follow the instructions below for scanning: (Please read completely before starting)

- 1) Place your first set of documents (i.e. "Complaint") in the scanner in the face-down position and press the blue button on scanner.
- 2) After your documents are scanned, you will be directed to a scan folder screen, click save to folder. Again, each individual proceeding must be scanned in separately.
- 3) It is strongly suggested that you "rename" these documents appropriately to make the e-filing process easier as you continue. To locate and rename your scanned documents, you will need to select the **"My Document folder"** which is located on the desktop. You should see the image that you scanned with a generic title. If you will right-click on the "scanned image"; select "rename" and then type in the appropriate name of the document (i.e. "Complaint", Complaint for Divorce, etc.)
- 4) You will repeat this scanning process for each individual proceeding that you plan to include in your e-filing. Again, it is strongly suggested that you name each document appropriately so that you can quickly locate when you begin the e-filing process.
- 5) FYI – If you do not delete your images from the "SCANS" folder at the completion of your filing, they will be deleted by the Clerk's Office Staff. Please do not assume that your documents will be permanently saved on this computer for future use.

How do I eFile my documents into PeachCourt?

I have my documents in a PDF format. Now what do I do?

- 1) Log back into your PeachCourt Account.
- 2) Select “New Case” which is located in the top, center portion of the screen, which will direct you to the “Case Information” screen.
- 3) Select the “County” in which you are e-filing. You will choose “Liberty”. Please note that you can ONLY file in Liberty County on this PAT. You will not be able to use this PAT to e-file a case for another county, even if it is another county located within the Atlantic Judicial Circuit.
- 4) Select the “Court” in which you are e-filing. Your options will be either Superior or State Court.
- 5) Select the “Case Category”. Your options will include items such as “General Civil”, “Domestic Relations”, etc.
- 6) Select the “Case Type”. Your options will depend on which “Case Category” you previously selected. For example, if you are e-filing a Divorce, you will have selected “Domestic Relations” for the “Case Category”. Therefore, your “Case Type” will include options such as “Dissolution / Divorce / Separate Maintenance”, “Other Domestic Relations”, “Paternity / Legitimation”, etc.
- 7) You will now be asked a variety of questions which require a response. For example, you will be asked questions such as:
 - a. “Is this a post-judgment action?”
 - b. “Are there related case numbers?”
 - c. “Certify that this filing does not include any personal or confidential information (Pursuant to O.C.G.A. § 9-11-7.1)”
 - d. “Is an interpreter or disability accommodations needed?”
- 8) Next, you will be asked to provide information about each party in the case on the “Parties” screen.
 - a. Select “Add New Party” and enter information such as “Party Type”, “Name”, “Address”, “Email”, and “Phone Number”. When selecting the “Party Type”, you will be given several options to select from such as “Petitioner”, “Respondent”, etc. If you are not certain which selection to make for “Party Type”, you can click on the orange conversation icon in the lower-right hand corner of the screen and speak to a Customer Experience Team Member from PeachCourt via a text box.
 - b. You will now be asked to “Add New Party” and provide their information. Please note that you must select a “Service Method” for this party. This will include such options as “Filing Acknowledgement of Service”, “Sheriff’s Service Coordinated by Clerk”, etc. If you select to have the Sheriff serve the other party, you will be charged an additional \$50 for each service.
 - c. You must also select who will be “Representing” the filing party by clicking on the “Yes/No” box which is located directly below the “Representing” option.

- 9) After you have entered all of the “Parties”, select “Next” to continue the process. You will now be in the “Documents” portion of the process.
 - a. You must begin by “Selecting a Document Type”. Example: Complaint
 - b. Select the “Click to add a PDF file” to locate the document that needs to be uploaded. Your documents can be retrieved from the desktop folder (My Documents) and you should see the items that you previously saved. Please double click on the document and add a document description if you want to fully describe your document. Example: Complaint (further description box add complaint for divorce).
 - c. After you have located your document, select “Upload”. Once your file has been uploaded, you should see it listed in the “User Uploaded Documents” section. Again, please remember that each individual document must be uploaded separately.
 - d. Please note that PeachCourt automatically generates certain documents from the information you previously entered such as the “Case Information Form” and the “Summons”.
- 10) Select “Next” after all documents have been uploaded.
- 11) You are now ready to complete the e-filing process by making “Payment”. The “Court Fees” should indicate “\$218.00” which is the filing fee for Liberty County. There is an option for “Adding Additional Fees” if necessary.
 - a. The “PeachCourt Fees” portion should reflect an e-filing Fee of “0.00” if you are using the PAT within the Clerk’s Office.
 - b. Several payment options exist for your convenience:
 - i. Credit Card
 - ii. Debit Card
 - iii. Cash (exact amount only), to include Cashier’s Check / Business Check.
***** IF YOU CHOOSE TO PAY IN CASH, YOU MUST MAKE THIS PAYMENT TO THE FRONT DESK RECEPTIONIST AND RECEIVE A RECEIPT FOR YOUR PAYMENT*****
 - iv. Pauper Waiver
 - c. You now are in the very final stages of submitting your documents for filing. Please make sure to review the information on the “Summary” page for accuracy.
- 12) If all of the information is correct, you will select “Submit Filing”. You will immediately be asked again if you are certain that you want to submit your filing and you must answer “Yes”.
- 13) You have now successfully e-filed your documents! You will be given a Peach Number, please write down your number.

How do I Pay for the Filing Fees?

- Several payment options exist for e-filing on the PAT:
 - Credit Card / Debit Card (You will be assessed a “Convenience Fee” if you select this payment option.)
 - Cash (Exact amount ONLY), which also includes:
 - Cashier’s Check / Money Order / Business Check (NO personal checks will be accepted)
 - Pauper’s Waiver
 - Process for Filing a Pauper’s Waiver:
 - After you locate the correct form, you will bring the paperwork in for filing in a paper format. The Clerk will forward your request to the Court for review. The Court will be in contact with you via U.S. Mail (so please be sure to include a valid mailing address) as to the status of your request. If approved, you will be instructed to proceed by eFiling your documents (to include the Order Granting Pauper’s Affidavit). It is your responsibility to include the original Order Granting Pauper’s Affidavit, along with your other documents. In the “Payment” portion of the process, you would need to select “Pauper Waiver” to proceed with the eFiling of your documents.

Please remember that if you are e-filing Pro Se, you are acting as your own attorney. The Clerk’s Office can not give you any legal advice or instruct you which forms to use. If your filing is accepted by the Clerk, but the Court decides it was not properly filed, you will not get a refund for the filing fees. Again, by acting as your own attorney, you are taking responsibility for filing the correct forms in the appropriate court.

If you have any questions regarding this part of the e-filing process, you will need to contact PeachCourt and speak to a Customer Experience Team Member

Now What Happens??

You have submitted your case for filing through PeachCourt and it is pending acceptance by the Clerk. Now what happens?

The Clerk will either accept or reject the case for filing. You will receive notification via email when this is done, so again, please include an email address when you create your PeachCourt account.

If your case is accepted by the Clerk, it will then be forwarded to the Court Law Clerk for further review. Please make certain that you include contact information in the event that someone from the Clerk's Office or Judicial Staff needs to correspond with you.

If you have any additional questions, please feel free to consult with the receptionist at the front desk of the Clerk's Office. Thank you!

A Few More Important Tips:

- If you select the credit/debit method of payment, you will be charged for a “Convenience Fee” in addition to the standard filing fee of \$218.00 plus any sheriff service fee. This charge is assessed by PeachCourt for the use of a credit/debit card this was mention earlier.
- Once submitted, your filing has been sent to the Clerk to review and accept. IF your documents are in proper format, the Clerk will accept them. At this point, you will receive notification that your filing was accepted via email. If you were paying with a credit/debit card, your card will now be charged for the filing fee.
- Similarly, if your filing is rejected by the Clerk, you will receive an email notification with an explanation. Also, your credit/debit card will not be charged for the filing fee.
- What to scan each document under “what document type” to select.

Checklist of Documents Required for an Uncontested Divorce without Children

Document You're Filing/Scanning	Select Document Type
Complaint/Petition for Divorce	Complaint or Petition
Acknowledgement of Service and Waiver of Jurisdiction	Acknowledgement of Service
Verification	Verification
Summons	Summons
Consent to Trial 31 Days after Service and Waiver of Right to Trial by Jury	Waiver
Marital Termination Agreement/Settlement Agreement	Agreement
Final Judgment and Decree	Proposed Order
Report of Divorce	ROD
General Contact Information - attached with e-filing packet and must be completed and filed.	Misc
Domestic Relations Case Final Disposition Information Form - attached with packet and must be uploaded at portal.	Proposed Order

Please scan each document separately on this list in the document type given above. Please put face-down on scanner with the top of the document pointed down, so that when scanned it's not upside down. Thanks!

Checklist of Documents Required for an Uncontested Divorce with Children

Document You're Filing/Scanning	Select Document Type
Complaint/Petition for Divorce	Complaint or Petition
Acknowledgement of Service and Waive of Jurisdiction	Acknowledgement of Service
Verification	Verification
Summons	Summon
Consent to Trial 31 Days after Service and Waiver of Right to Trial by Jury	Waiver
Marital Termination Agreement/Settlement Agreement	Agreement
Child Support Worksheet	Child Support Worksheet
Child Support Addendum	Child Support Addendum
Parenting Plan	Misc
Divorcing Parents Seminar Certificates of Completion (Both Plaintiff and Defendant)	Certificate
Domestic Relation Financial Affidavits (Both Plaintiff and Defendant)	Affidavit
Final Judgment and Decree (Long Form).	Proposed Order
Report of Divorce	ROD
General Contact Information- attached and must be completed	Misc
Domestic Relations Case Final Disposition Information Form- attached and must be uploaded at portal as proposed order.	Proposed Order

Please scan each document separately on this list in the document type given above. Please put face-down on scanner with the top of the document pointed down, so that when scanned it's not upside down. Thanks!