

**DISSOLUTION OF MARRIAGE CHECKLIST FOR
CASES FOR UNREPRESENTED LITIGANTS
INVOLVING MINOR CHILDREN AND
PARTIES AGREE ON ALL ISSUES**

1. We strongly encourage litigants to hire attorneys to represent them in dissolution cases. Navigating the rough waters of a lawsuit requires specialized training. However, if you are unable to hire counsel, please follow the checklist to ensure that you are able to proceed with your case.
2. Take time to view the video “Family Matters.” You can view it online at the Indiana Supreme Court’s Self-Service Legal Center. The website for the Court is www.courts.IN.gov. The Self-Service Legal Center tab is at the top of the page on the far right. There are a limited number of copies available on DVD as well. Yjr video is available online at <http://www.in.gov/judiciary/selfservice/2333.htm>.
3. If all of the following conditions are true, you may have your divorce heard in night court:
 - a. You are not represented by an attorney.
 - b. You have lived in Indiana for at least the past six months and in your current county for at least the past three months;
 - c. You have biological or adopted children under the age of 19 with your spouse who are living with you at the present time; or no children were born to the marriage
 - d. You are not currently pregnant or your spouse is not pregnant.
 - e. Neither you nor your spouse is currently active in the military; and
 - f. You and your spouse **agree** on ALL issues regarding custody/parenting time as well as property division, debt allocation, etc. If parties are not in agreement as to all issues, the matter will not be heard in night court.
4. If you have children under the age of 19, **you are required** to submit a completed Child Support Worksheet. You can calculate child support online as well. There is an online child support calculator available at the Self-Service Legal Center as well. If you are asking the court to deviate from the Child Support Guidelines, you must to be prepared to give the court specific reasons as to why the court should enter an order other than what the calculations indicated the support order should be.

THE CHILD SUPPORT WORKSHEET SHOULD BE PREPARED BEFORE YOU GO ONLINE TO COMPLETE THE DIVORCE DOCUMENTS.

5. You will find these documents online at the Self Service Legal Center. When you get into the Center, you will note that there is a place where you can go for electronic forms. The library has computers available for use by the public.

Follow the instructions.

6. Review the LaPorte County Local Family Law Rules. You can find the rules at <http://www.laportecounty.org/judiciary/courts/index.html> or you can ask the Clerk's Office for a copy of those rules
7. Pursuant to the LaPorte County Local Family Law Rules, if you have children who are sixteen (16) years old or younger, **you are required** to submit to the court a signed statement that both parents have completed the worksheet at www.UpToParents.org and have exchanged copies of the individual worksheets.
8. Pursuant to the LaPorte County Local Family Law Rules, if you have children who are sixteen (16) years old or younger **you are required** to submit to the court a copy of certificate of attendance or a receipt of registration for both parents from a class on helping children cope with separation or divorce. "Transparenting" is offered by Family Focus, Inc. For information call toll free at (800) 582-4198. "Kids First" is offered by Swanson Center. For information ask for a brochure from the Clerk's office or Swanson Center at 450 St. John Road, Michigan City, IN 46360.
9. Review the Indiana Parenting Time Guidelines. They are available online at <http://www.in.gov/judiciary/rules/parenting>.
10. If the Court issues a child support order, it will also issue an Income Withholding Order. Come to court prepared to provide the Court with a **completed IWO** for the non custodial parent who will be paying child support. You will find simplified instructions and a sample form online at: http://www.in.gov/dcs/files/IWO_Instructions_and_Sample_IWO_Form.pdf.

You can find the form online at: http://www.in.gov/dcs/files/2011_IWO.pdf
Or a fillable form at <http://www.in.gov/dcs/2936.htm>.
11. REMEMBER: By law, court records are available to the public, and upon request anyone can look in almost any court file. Courts that have the ability to post court information on the Internet may post non-confidential court information on the Internet. The law also provides that certain information must remain confidential even if it is part of a court record. ***Such confidential information must be filed on light green paper*** so that everyone can easily identify it and not release it to the public. It is important that you know what information is confidential and that you submit it to the court on light green paper.

Confidential information that should be filed on green paper includes:

- **Social Security numbers**
- **Bank account numbers**
- **Tax records**
- **PIN numbers**
- **Medical records**

- **Child abuse records**

You must file one version of the document on white paper WITHOUT the confidential information included, and you must file another copy of the same document, but this time you have to print it on light green paper WITH the confidential information included. Before you file your court papers, review the list of information and documents that are confidential as outlined in [Administrative Rule 9](#). The rule can be found at <http://www.in.gov/judiciary/rules>