

DISSOLUTION OF MARRIAGE CHECKLIST FOR
PRO SE CASES INVOLVING MINOR CHILDREN AND
PARTIES AGREE ON ALL ISSUES

1. Take time to view the video “Family Matters.” You can view it online at <http://www.in.gov/judiciary/public>. There are a limited number of copies available on DVD as well.
2. Read the instructions and file the appropriate court documents if the following conditions are true:
 - a. You have lived in Indiana for at least the past six months and in your current county for at least the past three months;
 - b. You have biological or adopted children under the age of 21 with your spouse who are living with you at the present time;
 - c. You are not currently pregnant or your spouse is not pregnant.
 - d. Neither you nor your spouse is currently active in the military; and
 - e. 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.
 - f. You may get copies of these documents online at <http://www.in.gov/judiciary/selfservice/forms/divorce-c-agree.html>, or from the public library or from the self-help kiosk. The library has computers available for use by the public. The kiosk at the LaPorte Courthouse has the forms on the computer, but no internet access.
3. 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
4. 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.
5. 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 “Transparenting” administered by Family Focus, Inc. For information call toll free at (800) 582-4198.
6. **You are required** to submit a completed Child Support Worksheet. You can calculate child support online at <http://www.in.gov/judiciary/childsupport/>. 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.

7. Review the Indiana Parenting Time Guidelines. They are available online at <http://www.in.gov/judiciary/rules/parenting/index.htm>
8. 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:

Your employer's name and address

Your employer's Federal Employer Identification Number (FEIN)

How often and when you are paid

9. 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>