

Clerk Checklist

(Dissolution)

www.polkcountymocourts.com

www.selfrepresent.mo.gov

Forms Available

- ❖ Dissolution of Marriage
- ❖ Motion to Modify Child Custody and Support
- ❖ Motion for Family Access
- ❖ Petition for Change of Name
- ❖ Petition for Child Custody
- ❖ Petition for Paternity

Required for Dissolution of Marriage (*needs to be notarized)

- ❖ **Litigant Awareness Program Completion Certificate** (filing party)
 - You will watch the introductory video and fill out a certificate of completion
- ❖ **Confidential Filing Information Sheet**
- ❖ **Redaction Certification**
- ❖ **Petition for Dissolution of Marriage***
- ❖ **Statement of Income and Property (not required at initial filing) ***
- ❖ **Statement of Property and Debt/Proposed Separation agreement (not required at initial filing) ***
- ❖ **Certificate of Dissolution**
- ❖ **Proposed Judgment of Dissolution**
- ❖ **Parenting Plan (if children were born during the marriage) ***
 - If children were born during the marriage
- ❖ **Respondent's Answer to Petition for Dissolution of Marriage ***
 - not required unless respondent is waiving service
- ❖ **Complete legal description of property**
 - if any real property is owned by parties
- ❖ **Filing Fee of \$132.50 + Sheriff Service Fees**
 - A Motion to Proceed as a Poor Person can be filed to waive this fee (can be found on website)
- ❖ **Request for Service by Publication**
 - if Petitioner cannot locate Respondent for service.