

STATE OF INDIANA
COUNTY OF _____

IN THE _____ COURT
CAUSE NO. _____

IN RE THE MARRIAGE OF:

Petitioner,

v.

Respondent.

APPEARANCE BY UNREPRESENTED PERSON IN CIVIL CASE

1. My name is _____ and I am:

Initiating

and in this case I am not represented by a lawyer.

2. Contact information for receiving legal service of document and case information as required by Court Rules. (*NOTE: If you are the Initiating Party and this case, or a related case, involves a protection from abuse order, a workplace violence restraining order, or a no-contact order, you must provide an address for the purpose of legal service of documents. But, that address should not be one that exposes your location.*)

Address: _____

Email address: _____

I will accept service at the above email address.

Phone: _____

Fax: _____

OR, if in a related case, you have used the Attorney General confidential address, you may check the box below:

Attorney General confidential address

3. This is a DC case type as defined in Administrative Rule 8(B)(3).

4. There are related cases: (*If yes, please indicate below*)

Yes

No

Caption and case number of related cases:

Caption: _____ Case No.: _____

Caption: _____ Case No.: _____

Caption: _____ Case No.: _____

Caption: _____ Case No.: _____

Caption: _____ Case No.: _____

Caption: _____ Case No.: _____

Additional information as required by local rule:

Signature

CERTIFICATE OF SERVICE

I hereby certify that I sent a copy of this document on _____ by first-class U.S. mail, postage prepaid to _____ at the following address:

Signature

STATE OF INDIANA
COUNTY OF _____

IN THE _____ COURT
CAUSE NO. _____

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SUMMONS

[For Dissolution of Marriage Cases Only]

The State of Indiana to Respondent: _____

You have been sued by your spouse for dissolution of marriage. The case is pending in the Court named above.

If this Summons is accompanied by an Order Setting Hearing, you must appear in Court on the date and time stated on the Order Setting Hearing. **IF YOU DO NOT APPEAR, EVIDENCE MAY BE HEARD AND A DECISION MAY BE MADE BY THE COURT.** If a Temporary Restraining Order is issued, it is effective immediately upon your receipt or knowledge of the Order.

If you wish to retain an attorney to represent you in the matter, it is advisable to do so before the date stated on the Notice of Provisional Hearing.

If you take no action in this case after receipt of this Summons, the Court can grant a Dissolution of Marriage and/or make determinations that may include but not limited to any of the following: paternity, child custody, child support, maintenance, parenting time, property (real or personal), and other distribution of assets and debts, attorney fees and costs.

Dated: _____, Clerk
_____, County

The following manner of service of Summons is hereby designated:

- Registered/Certified mail to be sent by the Clerk
- Service by Sheriff on Individual at address shown above
- Service by Sheriff at place of employment, (name and address of spouse's employer)

SHERIFF'S RETURN OF SERVICE OF SUMMONS

I hereby certify that I have served this summons on the ____ day of _____, 20____.

By delivering a copy of the Summons and a copy of the complaint to the Respondent identified on the first page of the Summons.

By leaving a copy of the Summons and a copy of the complaint/petition at:

which is the dwelling place or usual place of abode of the Respondent and by mailing a copy of the Summons to the Respondent at the above address.

Other Service or Remarks: _____.

Sheriff's costs

Sheriff

By: _____
Deputy

CLERK'S CERTIFICATE OF MAILING

I hereby certify that on the _____ day of _____, 20____, I mailed a copy of this Summons and a copy of the Petition to the Respondent identified on the first page of the Summons by (registered or certified mail), _____ requesting a return receipt, at the address provided by the Petitioner.

Dated: _____

Clerk, _____ County

RETURN ON SERVICE OF SUMMONS BY MAIL

I hereby certify that the attached receipt was received by me showing that the Summons and a copy of the Petition mailed to the Respondent identified on the first page of this Summons was accepted by the Respondent on the ____ day of _____, 20____.

I hereby certify that the attached return receipt was received by me showing that the Summons and a copy of the petition was returned not accepted on the ____ day of _____, 20____.

I hereby certify that the attached return receipt was received by me showing that the Summons and a copy of the Petition mailed to the Respondent identified on the first page of this Summons was accepted by _____ on behalf of the Respondent on the ____ day of _____, 20____.

Dated: _____

Clerk, _____ County

8. Petitioner _____ a member of the military.
9. Respondent _____ a member of the military.
10. There are _____ children of the parties currently living who are either less than twenty-one (21) years of age or incapacitated, namely:

Name and Date of Birth	Age	Address

11. Petitioner _____ pregnant.
Respondent _____ pregnant.
12. The parties' marriage has suffered an irretrievable breakdown.
13. I am filing this petition on my own behalf.
-OR-
 I am the guardian of _____ and am filing this petition because _____ is incapacitated. My name is _____ and my address is: _____
- _____ and I have attached a copy of the court order granting me authority to petition for dissolution of marriage described in IC 29-3-9-12.2.
14. _____ is the fit and proper person to have custody of the minor child(ren).
15. An order for child support and parenting time should be issued.
16. There are no other open cases related to this/these child(ren).

-OR-

There are other open cases related to this/these child(ren). They are:

Location (County and State)

Cause/Case Number

_____	_____
_____	_____
_____	_____
_____	_____

17. Petitioner _____ a lifetime sex or violent offender.
Respondent _____ a lifetime sex or violent offender.

18. Debts.

There are no debts to divide.

-OR-

Petitioner wishes the court to divide the following debts.

a. _____

b. _____

c. _____

d. _____

19. Assets and property.

There are no assets to divide.

-OR-

Petitioner wishes the court to divide the following assets, including personal property.

a. _____

- b. _____

- c. _____

- d. _____

20. Change of name:

Wife would like the following former name restored

_____.

Wife does not request a name change.

I request that this Court issue its order dissolving the marriage of the parties, and for all other just and proper relief.

I request this Court issue the following provisional orders in regard to the following, to be in effect until this matter is finalized:

21. Select from the following:

I do not request any provisional orders.

-OR-

- Temporary custody of the minor child(ren);
- Temporary child support for the minor child(ren);
- Temporary parenting time for the noncustodial parent;
- Temporary possession of the marital residence;
- Temporary division of debts;
- Temporary division of property;
- Temporary division of motor vehicles;
- Spousal maintenance;

- Restraining the parties from removing the child(ren) from the state without the permission of the court or all parties;
- Restraining the parties from transferring, encumbering, concealing, or in any way disposing any of the property of the parties;
- Other:

The undersigned affirms under penalties for perjury that the foregoing representations and statements are true.

Signature

CERTIFICATE OF SERVICE

I hereby certify that I sent a copy of this document on _____ by first-class U.S. mail, postage prepaid to _____ at the following address:

Signature

STATE OF INDIANA

IN THE _____ COURT

COUNTY OF _____

CAUSE NO. _____

IN RE THE MARRIAGE OF:

Petitioner,

v.

Respondent.

ORDER SETTING PROVISIONAL HEARING

A Verified Petition for Dissolution of Marriage and Request for Provisional Orders has been filed in this Court. The Court now sets this matter for a Provisional Hearing. The parties must be prepared to present evidence in support of their petition. Failure to appear may result in matters being decided in your absence.

IT IS SO ORDERED that this matter shall be heard on:

_____.

Dated: _____

Judicial Officer

The Clerk shall serve this pleading upon _____
by certified mail at the following address (this requires an additional fee payable to the Clerk):

The Clerk shall have this pleading served upon _____
by sheriff at the following address:

Distribution:

STATE OF INDIANA

IN THE _____ COURT

COUNTY OF _____

CAUSE NO. _____

IN RE THE MARRIAGE OF:

Petitioner,

v.

Respondent.

PROVISIONAL ORDER

Petitioner **appears/does not** appear and Respondent **appears/does not** appear for provisional hearing on _____. The Court having been duly advised in this matter now finds the following:

- Petitioner is awarded custody of the minor child(ren).
- Respondent

- Petitioner shall pay temporary child support for the minor child(ren) in the amount of \$_____ per week beginning on _____.
 - Respondent
- All support payments shall be made through the County Clerk’s Office (case payments only) or the State Central Collection Unit PO Box 7130, Indianapolis, Indiana 46220-7130 (any payments other than cash). The court shall issue and immediately activate Income Withholding Order pursuant to IC 31-16-15 to any employer or income provider to the child support Obligor.

Petitioner shall be responsible for ____% of annual uninsured health care expenses for minor child(ren), and Respondent shall be responsible for ____% of annual uninsured health care expenses for minor child(ren). To request contribution from the other parent, copies of all documentation relating to the insurance claim and expenses paid or incurred by a parent must be provided to the other parent within thirty (30) days of receipt or the expense may be ineligible for contribution. Expenses paid at the time of service shall be submitted within thirty (30) days of the receipt of service.

- Petitioner shall have temporary parenting time with the minor child(ren) as the parties agree or according to the Indiana Parenting Time Guidelines.
- Respondent
- Petitioner shall have temporary possession of the marital residence.
- Respondent

Approved by the Coalition for Court Access

- Petitioner shall maintain medical, dental and optical insurance as
- Respondent available through employment, or Health Insurance Marketplace, or by government provided insurance for the following persons:

- Petitioner shall pay temporary spousal maintenance to the other party as follows:
- Respondent

There shall be a temporary division of debts as follows:

- Petitioner shall be responsible for the following debts:
- Respondent

- Petitioner shall be responsible for the following debts:
- Respondent

There shall be a temporary division of property, as follows:

- Petitioner shall have sole possession of the following items of property:
- Respondent

- Petitioner shall have sole possession of the following items of property:
- Respondent

There shall be a temporary division of motor vehicles, as follows:

Petitioner shall have temporary possession of the following vehicles:

Respondent _____
(Vehicle #1, Make, Model, and Year)

(Vehicle #2, Make, Model, and Year)

Petitioner shall have temporary possession of the following vehicles:

Respondent _____
(Vehicle #1, Make, Model, and Year)

(Vehicle #2, Make, Model, and Year)

There shall be a temporary restraining order in effect during these proceedings:

Restraining the parties from removing the child(ren) from the state without the permission of the court or all parties;

Restraining the parties from transferring, encumbering, or concealing, or in any way disposing of any of the property of the parties;

Other:

ALL WHICH IS SO ORDERED _____

Judicial Officer

Distribution:

STATE OF INDIANA
COUNTY OF _____

IN THE _____ COURT
CAUSE NO. _____

IN RE THE MARRIAGE OF:

Petitioner,

v.

Respondent.

MOTION FOR FINAL HEARING

The Petitioner now states that sixty (60) days have passed since the last filing of the Verified Petition for Dissolution of Marriage and requests that this matter be set for Final Hearing on the next available hearing date.

Signature

CERTIFICATE OF SERVICE

I hereby certify that I sent a copy of this document on _____ by first-class U.S. mail, postage prepaid to _____ at the following address:

Signature

STATE OF INDIANA
COUNTY OF _____

IN THE _____ COURT
CAUSE NO. _____

IN RE THE MARRIAGE OF:

Petitioner,

v.

Respondent.

ORDER SETTING FINAL HEARING

The Petitioner has filed a Motion for Final Hearing which the Court has considered and now grants.

IT IS SO ORDERED that the final hearing for this matter shall be heard on:

_____.

[The court allows _____ for the hearing.]

Dated: _____

Judicial Officer

The Clerk shall serve this pleading upon _____
by certified mail at the following address (this requires an additional fee payable to the Clerk):

The Clerk shall have this pleading served upon _____
by sheriff at the following address:

Distribution:

STATE OF INDIANA
COUNTY OF _____

IN THE _____ COURT
CAUSE NO. _____

IN RE THE MARRIAGE OF:

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DECREE OF DISSOLUTION OF MARRIAGE

The Court having reviewed the Verified Petition for Dissolution of Marriage and having held a final hearing in this matter, now finds the following:

1. Petitioner and Respondent were married on _____,
and separated on _____.

2. _____ has been a continuous resident of
_____ County for the last three months.

3. _____ has been a continuous resident of the State of
Indiana for the six months prior to the filing of the Verified Petition for Dissolution of
Marriage.

4. _____ is pregnant.

5. Petitioner _____ a member of the military and Respondent _____ a
member of the military.

6. There are _____ children of the marriage, namely:

Name	Date of Birth
_____	_____
_____	_____
_____	_____
_____	_____

7. Custody and care of the minor child(ren).

It is in the best interest of the child(ren) that:

- The parties shall have joint legal custody over the minor child(ren) with Petitioner being the primary custodial parent.
- The parties shall have joint legal custody over the minor child(ren) with Respondent being the primary custodial parent.
- Petitioner shall have sole legal custody of the minor child(ren) and shall be the primary custodial parent.
- Respondent shall have sole legal custody of the minor child(ren) and shall be the primary custodial parent.
- Other, as described below:

8. Parenting Time

Parenting time with the minor child(ren) shall be as follows:

- Petitioner shall have parenting time with the minor child(ren), at a
- Respondent minimum, as set out by the Parenting Time Guidelines
- Other The parties agree that it is in the best interests of the minor child(ren) to follow a parenting time schedule that does NOT follow the Indiana Parenting Time Guidelines. Parenting time with the minor child(ren), shall be as follows:

9. **Child Support**

Petitioner will pay child support in the amount of \$_____ per
 Respondent week as shown by the attached child support worksheet, beginning on the first Friday following the date of the Decree. All support payments shall be made through the County Clerk's Office (cash payments only) or the State Central Collection Unity PO Box 7130, Indianapolis, Indiana 46207-7130 (any payments other than cash). The court shall issue an immediately activated Income Withholding Order pursuant to IC 31-16-15 to any employer or income provider of the child support Obligor.

Petitioner shall be responsible for all controlled expenses related to the
 Respondent upbringing of the minor child(ren). (For use only in cases when parenting time is equally shared).

Petitioner shall be responsible for ____% of annual uninsured health care expenses for minor child(ren), and Respondent shall be responsible for ____% of annual uninsured health care expenses for minor child(ren). To request contribution from the other parent, copies of all documentation relating to the insurance claim and expenses paid or incurred by a parent must be provided to the other parent within thirty (30) days of receipt or the expense may be ineligible for contribution. Expenses paid at the time of service shall be submitted within thirty (30) days of the receipt of service.

Petitioner will be responsible to pay a child support arrearage in the amount
 Respondent of \$_____ which has accrued during the pendency of this proceeding. Such arrearage shall be paid in the periodic amount of \$_____ per

week in addition to the current support rendered above, until such arrearage has been satisfied.

10. Health insurance

The provisions for health insurance maintenance shall be as follows:

- Petitioner shall maintain medical, dental and optical insurance as
- Respondent available through employment, or Health Insurance Marketplace, or by government provided insurance for the minor child(ren).

- Other Health insurance is not available to either parent at a reasonable cost, therefore, neither party is ordered to provide health insurance at this time.

In the event that health insurance for the children becomes available at a reasonable cost to one or both of the parties, the party to whom such coverage is available shall obtain coverage for the children within a reasonable time after such coverage becomes available.

11. Taxes

The arrangement for claiming the tax credits, exemptions and deductions for the minor children shall be as follows:

- Petitioner shall be entitled to claim the minor child(ren) for federal,
- Respondent state, and local income tax purposes on an annual basis.

The parties shall cooperate to sign all necessary documents that will allow the party claiming the exemptions to do so.

- Other Petitioner and Respondent shall each be entitled to claim the minor child(ren) for federal, state, and local income tax purposes in alternating years.

Petitioner shall be entitled to claim the minor child(ren) in the year _____, and every _____ year thereafter.
Respondent shall be entitled to claim the minor child(ren) in the year _____, and every _____ year thereafter.
The parties shall cooperate to sign all necessary documents that will allow the party claiming the exemption to do so.

The non-custodial parent's right to this exemption is conditioned on them being 95% compliant in their support by January 31 of their tax year pursuant to I.C. § 31-16-6-1.5(d). The custodial parent shall take all actions necessary to release their claim to the exemption in the manner required under Section 152(e) of the Internal Revenue Code.

12. Joint debt.

The division of jointly held debts shall be as follows:

- The parties have no outstanding debts for which they are responsible
- Petitioner will be solely responsible for the following debts and shall hold

Respondent harmless from liability, expenses, attorney's fees, and loss which may be incurred by Respondent arising out of Petitioner's failure to pay such debts.

Name of Creditor	Amount of Debt
_____	_____
_____	_____
_____	_____
_____	_____

- Respondent will be solely responsible for the following debts and shall hold Petitioner harmless from liability, expense, attorney's fees, and loss which may be incurred by Petitioner arising out of Respondent's failure to pay such debts.

Name of Creditor	Amount of Debt
_____	_____
_____	_____
_____	_____
_____	_____

13. **Individual debt.**

The individual debt division shall be as follows:

Debts held in Petitioner's name only:

Petitioner shall be solely responsible for all debts held in **his/her** individual name, and all debts incurred by **him/her** in **his/her** name since the date of final separation. Petitioner agrees to hold Respondent harmless from liability, expense, attorney's fees, and loss which may be incurred by Respondent, arising out of Petitioner's failure to pay such debts.

Other:

Debts held in Respondent's name only:

Respondent shall be solely responsible for all debts held in **his/her** individual name, and all debts incurred by **him/her** in **his/her** name since the date of final separation. Respondent agrees to hold Petitioner harmless from liability, expense, attorney's fees, and loss which may be incurred by Petitioner, arising out of Respondent's failure to pay such debts.

Other:

14. Vehicles

The vehicle division shall be as follows:

- There are no vehicles to divide.

- Petitioner shall have possession of the following vehicle(s), and Respondent shall execute all documents necessary to transfer title of said vehicles within a reasonable time following the date of this Order:

(Vehicle #1, Make, Model and Year)

(Vehicle #2, Make, Model and Year)

- Respondent shall have possession of the following vehicle(s), and Petitioner shall execute all documents necessary to transfer title of said vehicles within a reasonable time following the date of this Order:

(Vehicle #1, Make, Model and Year)

(Vehicle #2, Make, Model and Year)

- All outstanding debts related to the above listed vehicles has been allocated in paragraph number 11 or 12 of this Decree.

15. Personal property.

The parties' personal property division shall be as follows:

- The parties have divided all items of personal property.

- Petitioner shall have sole possession of the following items of personal property:

Respondent shall have sole possession of the following items of personal property:

16. Marital Residence.

The parties are owners of real estate located at:

Petitioner shall retain or take possession and shall become the sole
 Respondent owner of said real estate.

Petitioner Shall vacate the marital residence by:
 Respondent _____.

Petitioner Shall be responsible for all payments related to property
 Respondent taxes and homeowners insurance and shall receive the deductions for mortgage interest and taxes.

Petitioner Shall transfer, by Quitclaim Deed, his/her interest in said
 Respondent real estate to the party retaining possession of the marital residence by:
_____.

Petitioner Agrees to refinance the mortgage debt related to the
 Respondent marital residence and make a good faith effort to obtain a release of the other party on said debt on the earliest possible date. Upon release of the other party from mortgage debt, the other party shall transfer, by Quitclaim Deed, his/her interest in said real estate. The party assuming responsibility for mortgage agrees to hold the other party harmless from liability, expense, attorney

fees, loss or damages which may be a result of a failure to make payments on said mortgage debt.

Other _____

The parties are jointly responsible on a lease for a residence located at:

_____, and the parties agree that:

Petitioner shall retain or take possession of the leased premises, be
 Respondent responsible for the remaining rental payment and fees due under said lease, and agrees to hold the other party harmless from all liability, expense, attorney fees, loss or damage which may be a result of the failure to make required payments under said lease.

Petitioner Shall vacate the leased residence by _____.
 Respondent
 Other _____

17. Change of names.

Petitioner would like the following former name restored and is not a lifetime sex or violent offender or Petitioner has complied with I.C. 31-15-2-19; Petitioner shall hereinafter be known as:

Respondent would like the following former name restored and is not a lifetime sex or violent offender or Respondent has complied with I.C. 31-15-2-19; Respondent shall hereinafter be known as:

Neither Petitioner nor Respondent is granted a name change.

18. The marriage has suffered an irretrievable breakdown and should be dissolved.

19. **Findings of the Court**

The Court, having held a hearing during which both parties appeared and presented evidence, now finds that the property distribution provisions of this order:

constitute a presumptive equal division of marital property and is therefore just reasonable.

do not constitute the presumptive equal division of marital property, however are, for the reasons set forth below, just and reasonable:

IT IS THEREFORE ORDERED by the Court that the parties' marriage is hereby dissolved.

Date: _____
_____ Judicial Officer

Distribution:

Petitioner's Name and Mailing Address: Respondent's Name and Mailing Address:
