

FILING FOR DISSOLUTION (DIVORCE) WITH CHILDREN

TABLE OF FORMS

1. Starting your Case *(See the last box of this table for additional forms you may need)*

- Petition for Dissolution of Marriage/RDP
- Record of Dissolution of Marriage, Annulment or Registered Domestic Partnership
- Summons
- Notice of Statutory Restraining Order Preventing Dissipation of Assets
- Confidential Information Form (CIF) *(one for each party and each adult child ages 18-20)*
- Notice of CIF Filing

Optional:

- Application for Deferral or Waiver of Fees & Declaration in Support

2. Notifying the Other Party (Service)

- Acceptance of Service *(if possible)*
- Certificate of Service
- Certificate of Mailing to DCS *(if Petitioner or Respondent is receiving public assistance)*

3. Temporary Orders *(Optional)*

4. Resolving Your Case

By Agreement:

- Declaration Supporting General Judgment of Dissolution
- General Judgment of Dissolution of Marriage/RDP

Or

By Default:

- Declaration Supporting General Judgment of Dissolution
- General Judgment of Dissolution of Marriage/RDP
- Ex Parte Motion for Order of Default and Declaration in Support
- Order on Motion for Default

Or

By Trial:

- General Judgment of Dissolution of Marriage/RDP

Additional forms you may need: *(More information is in the Instructions below)*

- Child Support Worksheets
- Parenting Plan
- Co-Parenting Class Completion Certificates *(Kids' Turn)*
- Uniform Support Declaration
- Statement of Assets and Liabilities
- Waiver of Personal Service
- Waiver of Appearance and Consent to Entry of Judgment *(for adult child ages 18-20)*

What these forms do

This set of forms will help you to get a divorce (*legally called a “dissolution of marriage”*) if you have children under age 21. If your children are over 18 and under 21 who are in school, use the *Dissolution with Children* forms (*Talk to a lawyer if you only have children 18-20*).

WHO IS A “CHILD”?

- “Child” means any child who was born, conceived, or adopted during this marriage or Registered Domestic Partnership (RDP). It also includes any children of both petitioner and respondent who were born prior to the marriage or RDP.
- Children who have been emancipated are not “children” for purposes of these forms. A child is considered emancipated (independent) if the child:
 - Has been declared emancipated by a court order or
 - Is legally and validly married
- **Adult Children:** If you and the Respondent have any children together who are **18, 19, or 20 years old**, each child is a “necessary party” to this case until his or her 21st birthday. Each child **must** be included in your filings and properly served with all documents. A child may later waive the right to be part of the case, but this must be done formally after you file. If you fail to properly serve an adult child, your case may be delayed until you do.
- **Child Attending School, ORS 107.108:** If you have an adult child (*see above*), child support may be ordered for that child **if** the child is attending school and qualifies under Oregon law.
 - If you have children **under** 21 years old, use the Dissolution with Children forms.
 - If you only have children 21 or older, use the Dissolution without Children forms.

CO-PARENTING EDUCATION

Both parties in a case involving children under 17 years old are required to complete the Kids’ Turn Co-Parenting Education class. You may not be able to finalize your case until you have completed the class and filed a certificate of completion with the court. Kids’ Turn class schedules and registration materials may be obtained from the Youth Contact, Inc. website.

TALK TO A LAWYER BEFORE USING THESE FORMS IF:

- You are part of a **same-sex couple** AND:
 - You are married, have a civil union, or registered in another state
 - You are married, have a civil union, or registered in another state in addition to Oregon
 - You registered as domestic partners in Oregon ***before February 4, 2008***
 - You are unsure if your partnership is a Registered Domestic Partnership (RDP)
 - If either of you is not the biological or adoptive parent of one of your children, see a lawyer before using these forms, even if both of your names are on the birth certificate. You may need to complete an additional step to get a “declaration of parentage” for full legal recognition of your parenting rights.
 - If you want partner support and either party lives in (or may move to) another state.
- You want to *divide* the **retirement benefits** of either party
- Either party is a debtor in a current **bankruptcy** case

*** If Both Parties Already Agree ***

If you agree on all the issues involved in your dissolution, you can file as Petitioner and the Respondent can accept service of the Petition and sign a completed *Judgment* form. The Respondent can also choose not to file a *Response*. If no response is filed, judgment will be entered based on what is in the petition after you file a Motion for Order of Default (see “By Default” section below). You can also file as Co-Petitioners. Talk to a lawyer if you want to file as Co-Petitioners.

Important Contact Information

Washington County Circuit Court — www.courts.oregon.gov/washington

Oregon Judicial Department — www.courts.oregon.gov

Oregon State Bar Lawyer Referral Service — www.osbar.org

Phone: (503) 684-3763 or toll-free in Oregon at (800) 452-7636

If you are deployed or about to be deployed, you may contact the Oregon State Bar Military Assistance Panel (www.osbar.org/docs/ris/militaryflier.pdf) for information about special rights and rules that may apply to you.

NOTICE ABOUT THESE INSTRUCTIONS AND FORMS

These instructions are not a complete statement of the law. They cover basic procedures for simple dissolution cases with children involving custody, parenting time, and child support. If you have complicated issues or questions about the law, you should speak with a lawyer.

INFORMATION ABOUT DISSOLUTION

A dissolution case starts with a “Petition” which tells the court what you want. That’s why you are called the “**Petitioner**.” The other parent is the “**Respondent**.” The case ends with a “General Judgment of Dissolution” which is the court’s final decision. The judgment is the document that finalizes the case and contains your rights and responsibilities. Your dissolution is effective once the judge signs the judgment. (*See “The Judgment” section for more details.*)

- **NOTE:** The *General Judgment of Dissolution* will create rights and responsibilities that may be permanent. Custody, parenting time, and support orders may be modified later, but property orders usually can’t. Speak with a lawyer if you have questions about support or property issues.

Divorce can affect other documents like wills, medical advance directives, trusts and pensions. Divorce may affect immigration status. Talk to a lawyer for more information on these topics.

Current Contact Information

Keep the court informed of your current contact address so you get notices of all court dates. **You don’t have to use your home address on any court form.** You may use any contact address where you regularly check in, if it is in the same state as your home. The court will assume that you receive all notices and documents sent to that address.

It is YOUR responsibility to let the court and other parties know if you move or want to get mail at a different contact address.

STEP 1: STARTING YOUR CASE

Keep in Mind:

- Talk to a lawyer if you or Respondent is already in bankruptcy. The court may not be able to proceed with your dissolution until the bankruptcy is resolved.
- **Registered Domestic Partners (RDP)** should see a lawyer if partner support is requested and either party might move out of state. If the new state does not recognize RDPs, you may have trouble collecting partner support.
 - ✓ Note: Only same-sex couples can have Registered Domestic Partnerships.
- You may be entitled to part of the Respondent's retirement benefits. See the "Property and Debts" section for important information. You may lose this right if you do not include it in your *Petition*.

Legal Questions

➤ Where to File

- Marriage — You must file in a county where either you or your spouse lives at the time you file. One spouse must have lived in Oregon for at least six months before the *Petition* is filed.
- RDP—you must file in a county where either you or your partner lives. If neither of you lives in Oregon but your RDP was registered here, you may file in the county where either of you last lived.
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➤ Statutory Restraining Order

By filing your *Petition*, you agree to follow the terms of an automatic restraining order. The order is effective on you when you file the *Petition* and, on the Respondent once the papers have been served (*see below for service information*). If you don't follow the order, you can be held in contempt of court and subject to penalties.

- You must attach a copy of the restraining order (called "***Notice of Statutory Restraining Order Preventing the Dissipation of Assets in Domestic Relations Actions***") to the *Summons* and serve it on the Respondent.
- The statutory restraining order prevents *both parties* from:
 - Dissipating (transferring, selling, destroying, removing, disposing of) real or personal property.
 - Making changes to insurance policies without the agreement of the other party or the court.
 - Making extraordinary expenditures (unusual or high-dollar payments or purchases). Expenditures that are necessary for the safety or welfare of the parties, ordinary business activities, or related to this court case are allowed.

➤ Name Change

If you changed your last name when you got married or registered as domestic partners and want to change it back to a former legal name, you can request that on your *Petition & General Judgment of Dissolution*.

NOTE: You *cannot* use this form to change your name to a name you have never used before.

- **RDPs:** If you changed your name through a separate name-change judgment and want to change it back, you should also file for another judgment to do that.

- Do not rely on the dissolution judgment to be effective for all purposes, especially federal records like Social Security, Medicare, and immigration. Talk to a lawyer if you have concerns.

Mandatory Arbitration

- If the ONLY disagreement between you and the Respondent is about property, mark in the caption that the claim **IS** subject to mandatory arbitration.
(See “Step 4: Resolving Your Case” for information about arbitration.)
 - ◊ If you disagree about any issue OTHER than property, mark that your claim **IS NOT** subject to mandatory arbitration.

~ Filling Out the Forms ~

Starting a Case – Fill out the following forms:

- ◊ **Petition for Dissolution of Marriage/RDP**
 - ◊ **Record of Dissolution of Marriage, Annulment or Registered Domestic Partnership**
 - ◊ **Summons** (with Notice of Statutory Restraining Order Preventing Dissipation of Assets attached)
 - ◊ **Confidential Information Forms** (Petitioner, Respondent & Unmarried children ages 18-20)
 - ◊ **Notice of Filing Confidential Information Form (CIF)**
 - ◊ **Certificate of Mailing or Delivery to Division of Child Support** (ONLY if you or Respondent receives TANF or OHP, or if your children are in foster care or in custody of the Oregon Young Authority.)
- **You are the “Petitioner” on ALL forms throughout this case, and your spouse or partner is the “Respondent.”**
 - ◊ **Use full names (first, middle, last).** Print names the same way on all forms.
 - **Do not put Social Security numbers or dates of birth on your Petition.** Social Security numbers and dates of birth must be given to the court but kept confidential from the public and the other party.
Use the “*Confidential Information Form*” (CIF) to protect your identifying information.
 - Fill out one *Confidential Information Form* for each party, include children age 18-20.
 - The *Notice of Filing of Confidential Information Form* must be served on the Respondent (and adult children ages 18-20), with your other documents. (See *SERVICE for information*)
 - **If the other parent does not respond**, you may be able to get a judgment by default (see “*Resolving Your Case,*” for more information). As you fill out your Petition, you must include enough information that the Respondent knows what you are asking for in the dissolution. If you do not include specific requests, the court will not be able to enter a judgment by default until after you have had amended (changed) paperwork served on the Respondent.
 - ◊ **NOTE:** This often happens with parenting plans, property, support awards, and debt allocations.

You may need additional paperwork before the court can enter a judgment.

- ◊ Parenting Plan
- ◊ Certificate of Completion for Co-Parenting Education Class
- ◊ Uniform Support Declaration
- ◊ Statement of Assets and Liabilities

CHILDREN

UCCJEA

The Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) is a law that controls which state can decide issues of custody and parenting time. In most cases, if all the children you are asking the court to address have lived in Oregon for the six months before you filed the Petition, Oregon courts can decide. You must provide certain information before an Oregon court can decide custody or parenting time (See ORS 109.701-109.834 for UCCJEA)

If you have any other orders or judgments about custody or parenting time from other states, or if any of your children have not lived in Oregon for six months before you filed the Petition, you should see a lawyer.

Custody and Parenting Time (Visitation)

Read **ORS 107.137** for issues a court will consider when awarding custody. The most important factor is always the best interest and welfare of the children.

Custody and Parenting Time

Joint and Sole Custody are legal terms that generally refer to the right to make certain decisions about the child. The parenting plan controls how much time each parent has with the child. The court can only award Joint Custody if both parents agree to all the terms. In most cases, both parents will have equal rights to information about the child regardless of the type of custody ordered. Both parents will have time with the child unless the court orders otherwise.

Parenting Plan

To avoid delay in your case, your *Petition* should include a parenting plan. A parenting plan sets out the schedule and rules for each parent's time with the child. Your plan must include the minimum amount of parenting time (formerly called "visitation") you want the non-custodial parent to have. You can be as detailed as you like. You can describe the parenting plan in the *Petition* or you can attach a separate page.

At the end of your case, the *General Judgment of Dissolution* **must** contain a parenting plan. The parenting plan can be a part of the judgment form, or it can be in an attached document.

Moving — The judgment will prohibit either parent from moving more than 60 miles farther away from the other parent without giving written notice to the court and the other parent.

You can ask the judge to waive this rule by checking the appropriate box on the *Petition* and explaining why you should not have to give notice of a move.

Safety — If you have safety concerns, you may be able to suspend certain rights that the non-custodial parent automatically has. Check the appropriate box on the *Petition*. These rights include your duty to provide contact information and to tell the other parent if there is a major health concern for the children. ORS 107.154 and 107.164 list the rights of a non-custodial parent. There **MUST** be a valid, legal reason for suspending these rights. Talk to a lawyer about these issues.

SUPPORT

CHILD SUPPORT

Calculating Child Support

In most cases, the court will order child support if you have a child and no child support order already exists. Go to www.oregonchildsupport.gov/calculator for worksheets and an interactive program to calculate support.

Worksheets must be submitted to the court before a judgment can be entered. You may submit them with your Petition. You **must** include the child support calculation with your judgment.

- **NOTE:** If you request a child support amount that is *different* from what the calculator or worksheet says, you *must* explain why and how you reached that amount. If not, your case may be delayed until you explain the difference.

Payment of Child Support

Support is usually withheld from the payor's (the person who has to pay support) paycheck. The court may allow an exception to the income withholding requirement if you qualify under ORS 25.396 and if you request an exception in the *Petition*. If the court grants an exception to income withholding, payment can be made by direct deposit to the receiver's bank account. If you are *paying* child support directly to the other parent, you should keep proof of every payment, including a receipt if you pay cash.

Child support is NOT taxable as income or deductible to either party.

Health Insurance

Your judgment *must* address health insurance for any minor child involved in your case. There are two main categories of health insurance: "private," which is available through an employer or directly from an insurance carrier, and "public," such as the Oregon Health Plan/Healthy Kids, which is provided by the state.

Cash Medical Support

In addition to child support, the court may order "Cash Medical Support." Cash Medical Support is to help pay for health insurance and out-of-pocket medical expenses.

If health insurance is not available, the court must order Cash Medical Support unless the judge finds reasons not to. The judge *cannot* order Cash Medical Support in some situations.

Adult Children (18-20)

If you have **any** child 18, 19, or 20 years old who is not married or emancipated, that child is a necessary party to this case. He or she *must* be added as a party in the case caption and has the right to participate. Adult children who are attending school at least half-time may seek child support from either or both parents.

You must properly serve each adult child with all the same papers as Respondent (*see section about serving the other party*). After being served, a child **may** sign a ***Waiver of Further Appearance and Consent to Entry of Judgment*** form if the child chooses not to participate in the case.

*** CHILD SUPPORT MUST BE ADDRESSED IN THE FORMS ***

(1) If you DO NOT have a child support case through the Division of Child Support or DA's office, you MUST DO a child support calculation worksheet based on the Oregon Child Support Guidelines from the website

(2) If you DO have an existing case with the Division of Child Support or the DA's office, you MUST INCLUDE information about the most current support order in your forms. If you want the current order to be terminated or changed, you will also need to complete a new calculation worksheet showing the new guideline amount of support.

(3) If you have an agreement with the other parent about the child support amount, the court still requires that you complete a support calculation worksheet that shows the Oregon Child Support Guideline amount.

You can do a rebuttal worksheet to show the agreed upon amount. You will need to fill in the forms explaining the specific reasons you are requesting an amount different than the Oregon Child Support Guideline amount. The reasons should be detailed, as it may be used as a basis for modification of the support order in the future.

(4) If you are requesting that NO child support be ordered because there is an EXISTING child support case include the information about the other case in your forms.

(5) If you're asking that NO child support be ordered for any other reason, you will still need to do a support calculation worksheet and explain the reason you are not requesting child support.

SPOUSAL / PARTNER SUPPORT

There are ***three different*** categories of spousal or partner support in Oregon:

- **Transitional** support is to help you get work-related education and training.
- **Compensatory** support may be ordered if you significantly contributed to the education, training, job skills, career, or earning capacity of your spouse or partner.
- **Maintenance** may be ordered for your general support.

Either party may request and be awarded support. More than one type of support may be awarded. Any award may be ongoing or for a particular period of time (such as three years, while in school, up to a certain amount, etc.).

If you and Respondent do not agree on support, you need to submit a ***Uniform Support Declaration***.

* For more information on factors the judge will consider when making the award, see ORS107.105

NOTE: Support is also available to **Registered Domestic Partners**. If either partner might leave the state or declare bankruptcy, you should see a lawyer.

Talk to a tax professional about the impact of spousal/partner support.

Life Insurance

The court can order a party to carry life insurance if that party is ordered to pay either child or spousal/partner support. Life insurance in connection with a support obligation is for the benefit of the person receiving support.

PROPERTY AND DEBTS

You need to tell the court how you want to divide your property and debts. You should be as specific as possible and include everything you and the respondent own or owe. If any property or debts are not included in your judgment, you cannot return to court to make changes later except in very limited circumstances.

If you don't know what to ask for in your *Petition*, you can request "equitable relief." This means that the judge will decide what is fair if your case goes to trial. You should talk to a lawyer if you intend to do this.

Unless your spouse/partner agrees and you both sign the *General Judgment*, you will probably have to serve new documents on the Respondent before you can get a final judgment if:

➤ You are not specific in your *Petition* about how you want the court to divide property and debts, including if you asked for equitable relief in your *Petition*.

or

➤ What you put in the *Judgment* is different from what you asked for in the *Petition*.

NOTE: You may be entitled to part of the Respondent's retirement benefits (including pensions). If you do not address retirement benefits in your judgment, you will lose the right to claim your share except in very limited circumstances. These forms will not *divide* a party's retirement benefits. Talk to a lawyer first if you want to claim a portion of the Respondent's retirement benefits. You may need to file additional paperwork, including a Qualified Domestic Relations Order (QDRO) as it relates to transfer of retirement benefits.

STATEMENT OF ASSETS AND LIABILITIES AND UNIFORM SUPPORT DECLARATION

As part of the dissolution case process, you may be required to file a Statement of Assets and Liabilities and/or a Uniform Support Declaration.

Have your documents reviewed

You may want to have your documents reviewed by a lawyer or a court Family Law Assistance Program facilitator before you file. For information about how to find a lawyer, call the Oregon State Bar at the numbers on page 3. If you are low-income, you might be able to get your documents reviewed for a smaller fee through the Oregon State Bar's Modest Means program or the local Legal Aid office. You may make an appointment to have the Family Law Assistance Program facilitator review your documents for completeness. Facilitators are not lawyers and cannot give legal advice or help you complete the forms.

Make copies

Make one copy of **all** the completed forms for your records. The court clerk will prepare copies to be served on the Respondent when you file your *Petition*. These copies and notices for service on the Respondent are called the "Service Packet".

STEP 2: FILING AND SERVICE

File the Forms

File all the **original** forms listed in Step 1: Starting Your Case.

You will receive a case number when you file. Put the case number on all copies and originals.

You will pay the filing fee when you file your papers. Go to the court website for the filing fee.

The clerk will give you copies and court notices.

A copy of the notices must be included in the “Service Packet” with the Petition/Summons that will be served on the Respondent (See the “SERVICE” section below).

NOTE: You are not required to serve the List of Documents Parties May Have to Give Each Other (*ORS 107.089*) on Respondent, but if you do, then you both must provide the listed documents to the other party.

You must send a copy of the filed Petition to the Department of Justice Division of Child Support (DCS) if either you or Respondent receive Temporary Assistance to Needy Families (TANF) or the Oregon Health Plan (OHP)/Healthy Kids, or if your children are in foster care or in custody of the Oregon Youth Authority. The address for mailing is 5193 Northeast Elam Young Parkway, Suite B, Hillsboro, OR 97124. After you mail the copy of the *Petition*, fill out the *Certificate of Mailing or Delivery to Division of Child Support* form to file it with the court.

SERVICE

You must officially notify Respondent that you have filed a case by providing copies along with required court notices. This is called “**service.**” Follow the same steps to serve any adult children age 18, 19, or 20.

Acceptance of Service

If it is safe for you to give the Respondent the papers yourself, you can use an *Acceptance of Service* form. If the Respondent signs an *Acceptance of Service*, no other kind of service is required. Signing the *Acceptance of Service* does *not* mean the Respondent agrees with anything in your *Petition*, only that he or she received the papers.

*** You must file the forms in Step 1 BEFORE you give copies to the Respondent. ***

Formal Service

If the Respondent does not sign the ***Acceptance of Service***, you must use another method. There are four ways you can serve. Service must be done **after** your Petition is filed.

****3 CRITICAL POINTS****

1. If you serve before you file, you will have to serve the papers again.
2. You **CANNOT** serve the papers yourself unless Respondent signs an Acceptance of Service.
3. If Respondent has a lawyer, you should also mail a courtesy copy of the papers to the lawyer.

1. **Personal Service:**

- a. **By Sheriff or Private Process Server:** Take a copy of your papers to the sheriff's office in the county where Respondent is located and have a sheriff's officer serve the papers. The sheriff's office charges a fee for service. You can also hire a private process server of your choice.
- b. **By a Non-Party:** Have a competent* person 18 years or older who is a resident of Oregon **and who is not a party** to the case (Petitioner or Respondent), **nor** the lawyer of a party, serve the papers. The server cannot be an employee of any party. If the Respondent is outside of Oregon, the server must be a resident of the state where the Respondent is. If you have safety concerns, have the sheriff perform service.
**competent means a person who can understand, remember, and tell others about an event.*

2. **Substitute Service:** The process server may leave the papers at the Respondent's residence (where he or she normally lives) with someone 14 years or older who lives there. The process server must also mail a copy of the papers (with a statement of the date, time, and place that the papers were served on the other resident) to the Respondent by first class mail. Make sure the process server completes a Certificate of Service. The date of service is the day the first-class mailing is put in the mail.

3. **Office Service:** The process server may leave the papers with someone *in charge* of the Respondent's office or normal workplace. The process server must also mail a copy of the papers (with a statement of the date, time, and place that the papers were served on the person in charge) to the Respondent by first-class mail. Make sure the process server completes a Certificate of Service. The date of service is the day the first-class mailing is put in the mail.

4. **By Mail:** First, the process server must send the papers to the Respondent's home or business address by first-class mail. Second, the server must send a copy by certified mail, return receipt requested. The process server **must** file proof of service with the court, including the signed green card, date of receipt, and item number along with a certificate of service. **If the green card is not returned or if someone other than the respondent signed for it, then service by mail was not effective and you must try another type of service.** The date of service is the day the Respondent signs the returned green card.

A **Certificate of Service** must be filed with the court by the person who serves the Respondent. The certificate must include what was served, the date of service and the name of the person served. The original **Summons** must be **attached** to the **Certificate of Service** when it is filed with the court.

If proof of service is not filed within **63 days** of filing your *Petition*, the court may send you a notice of dismissal. Your case may be dismissed if proof of service is not filed within 28 days of the notice.

If you are not able to have Respondent served by any of the methods listed above, you may ask a judge to allow you to use another service method. Alternative Service forms are available from the court website and the Family Law Assistance Program facilitator.

STEP 3: TEMPORARY ORDERS

You may ask the court to make temporary orders after you file the *Petition*. Temporary orders are effective as soon as a judge signs the order (*not an order to appear at a hearing to decide temporary issues*). They last until a judge changes the terms, signs the *General Judgment*, dismisses the case or the expiration date if the order includes one. For example, either party may request an order for custody, parenting time, spousal/partner or child support, or an order requiring one party to move out of the family home. To make any of these requests, you must file a “motion” (request) asking the court to do what you want. You may need a lawyer to file these requests. Some forms are available from the court Family Law Assistance Program.

➤ **NOTE:** The *General Judgment* may affect earlier temporary orders done by *Limited Judgment*. Talk to a lawyer if you have questions.

One type of temporary order is called a *Temporary Protective Order of Restraint (TPOR)* or *Status Quo Order*. This order prevents either parent from changing the children’s normal schedules, interfering with the usual parenting time by the other parent, or changing where the children have lived for the last 90 days. This does *not* decide custody or who can make major decisions for the children.

STEP 4: RESOLVING YOUR CASE

There are three ways your case can be resolved: by agreement between the parties, by default if the Respondent does not respond, or by a judge in a trial.

By Agreement

It is always better to resolve issues yourselves, since you know what’s important to you. Once the case goes to a judge, it is out of your control. If you can’t resolve the issues on your own, you will be required to attend arbitration or mediation before you see a judge.

If you and Respondent have agreed to all the dissolution issues, fill out and file:

- **Declaration Supporting General Judgment of Dissolution**
- **General Judgment of Dissolution of Marriage/RDP**
- ***Including: Parenting Plan and Child Support Calculation Worksheets***

NOTE: A stipulated judgment must be signed by both parties before being filed with the court.

Mediation: A mediator is a person trained to help people resolve disagreements. Mediation is confidential. You may ask to meet with the mediator alone if you are uncomfortable meeting with the other party for any reason. If you have a court case pending, there is not a fee for mediation by Washington County Conciliation Services. Mediators are *not* judges — they cannot impose their decisions on you. Their job is to help *you* reach an agreement. This may be your last chance to retain control over the outcome of the case. Mediation agreements incorporated into a *Judgment* are fully enforceable (*see below*).

If mediation has not yet been ordered in your case and you would like to request it, you may file a *Motion and Declaration for Mediation and Mediation Order*. You may also request that the court waive mediation requirements if you have a good reason by filing a *Motion, Declaration and Order for Waiver of Mediation*. Talk to Conciliation Services if you have safety concerns.

Arbitration: If you disagree only about how to divide your property and debts, the court will send you to an arbitrator. An arbitrator is appointed by the court to meet with both parties and their lawyers (if any) and to decide about how property should be divided. Both parties are required to pay for this service. If either of you disagrees with the arbitrator's decision, you can ask the court for a trial. Trial requires payment of additional fees. If a trial is not requested, the arbitrator's decision is final unless both of you agree on another resolution.

By Default

Respondent has 30 days to respond to your *Petition*. The time starts running from the day *after* the date of service. Day one is the day after the party was served. If day 30 falls on a weekend or holiday, Respondent has until the next day the court is open to file a response. The response must be in writing and must be filed with the court and mailed to you. If the Respondent does not file a response within 30 days, you may request an *Order of Default*.

Default means that you are asking the judge to award you what you asked for in your *Petition* because the Respondent did not file a response.

NOTE: If the Respondent has given you written notice that he or she intends to appear, you must give written notice that you intend to apply for a default order at least 10 days before you file your motion. A form for notice is available from the Family Law Assistance Program facilitator. File your notice with the court and mail a copy to the Respondent.

The judge may not grant a default if the Respondent is incapacitated, a minor, a financially incapable person, a protected person, or a respondent in a fiduciary protective proceeding, as defined by ORS 125.005.

You must also show that the Respondent is not in active military service before the court can enter an *Order of Default*. This is part of the *Ex Parte Motion for Order of Default and Declaration in Support*. If the Respondent is in active military service, you cannot get an *Order of Default* unless the service member waives protection under the Servicemembers Civil Relief Act (SCRA). This law has strict rules about what "active military service" means. This protection does not apply to all service members at all times.

If the Respondent is in the military, you should see a lawyer before trying to get an *Order of Default*. If a default is not done properly, the Respondent can re-open the case after returning from service. **Be aware** that if you knowingly make false statements about the Respondent's military status, you may face both federal and state penalties.

If you know the Respondent is not in the military, you must state facts that explain how you know. If you have the Respondent's Social Security Number or date of birth, go to the Department of Defense Servicemembers Civil Relief Act (SCRA) website to find out if the Respondent is in active service. This site can give you a free statement of service status that you can print out. Attach this statement, or a printout of the screen, to your motion.

If you don't know whether the Respondent is in the military and have checked the website, or don't have the necessary information, mark "I am unable to determine whether this person is in military service" and add any facts that you *do* know. The judge will decide whether to grant the default.

➤ **If Respondent is in the military**

If Respondent is in active military service of the United States and has not responded to the *Petition*, the court won't go ahead with your case until one of the following things happens:

- (1) Respondent is no longer in active military service,
- (2) Respondent waives the right to avoid default in writing, or
- (3) The judge holds a special hearing in your case.

Talk to a lawyer if Respondent will not sign the waiver and you do not want to wait for military service to end. The SCRA rules are technical and complex.

Requesting a Default — Fill out the following forms:

- **Ex Parte Motion for Order of Default and Declaration in Support**
- **Order on Motion for Default**
- **Declaration Supporting General Judgment of Dissolution**
- **General Judgment of Dissolution of Marriage/RDP**

Read your *Petition* **CAREFULLY!** The *Declaration Supporting General Judgment of Dissolution* allows you to note any information that has changed since you filed the *Petition*. Read **each** section of the *Petition* you filed and note any changes in the spaces provided. You must complete the rest of the *Declaration Supporting General Judgment* in all cases.

File the originals with the court any time *after* 30 days from the date of service. You must file the *Motion for Order of Default* by the **91st day** after you filed the *Petition*. If not, your case may be dismissed.

By Trial

Conferences with the Judge

The Court may schedule a status conference if a *Response* has been filed. These meetings take place with the judge with both parties present, along with their lawyers (if any). You must attend any conferences that are scheduled unless you have received permission from the judge not to attend. At the conference, the judge may talk to you about how your case is going to be handled, consider requests for temporary orders, or set future court dates.

If you have disputes about custody and/or parenting time, you must attend mediation before any status conferences with the judge. (See the **Mediation** in the *BY AGREEMENT* section.)

Trial Guide: The State Family Law Advisory Committee has written a guide that may help you prepare for trial. This guide is NOT a substitute for legal advice! The rules of court can be technical and complex, and you may damage your case if you are not properly informed. If your case goes to trial, you are strongly advised to talk to a lawyer. You may obtain a copy of the trial guide online (<https://www.courts.oregon.gov/help/Documents/famlawtrialbrochure.pdf>) or from the court Family Law Assistance Program facilitator.

NOTE: You must give the other party an opportunity to review the judgment before you submit it to the court. (See *UTCR 5.100* for information)

THE JUDGMENT

***Child support calculation worksheets should be submitted with the Judgment ***

Regardless of how you resolve your case, a *General Judgment of Dissolution of Marriage/RDP* must be signed by a judge. One of you may be ordered to fill out the judgment form and give it to the court to be signed. Child support worksheets should be submitted with the judgment.

The *General Judgment of Dissolution* finalizes your dissolution and contains all the issues decided in the mediation, arbitration, trial, or by agreement.

NOTE: The *General Judgment of Dissolution* may affect earlier temporary orders done by a *Limited Judgment*. Talk to a lawyer if you have questions.

If the Respondent DID NOT file a *Response*, the information you fill out in the *General Judgment of Dissolution* must be *the same* as what you requested in the *Petition*.

If the Respondent DID file a *Response*, the information should be *the same* as what was decided in mediation, arbitration, hearing, trial, or through your agreement. All parties must review the *General Judgment of Dissolution* before you submit it to the court. You must send the proposed *General Judgment of Dissolution* form along with the Notice of Proposed Judgment or Order to the Respondent and any adult children (ages 18-20) who have not filed a waiver of appearance in the case. (See *UTCR 5.100* for information)

Other parties can object to the *General Judgment of Dissolution*. If that happens, you must discuss the objections and attempt to resolve them before you submit the judgment to the court. If you are not able to resolve the objections, the objecting parties can either send you a written statement explaining their objections, or they can submit their objections directly to the court. You must complete the 'Certificate of Readiness' section of the judgment to tell the judge whether there are outstanding objections.

If the Respondent is responsible for preparing the judgment, the Respondent must send the proposed *General Judgment of Dissolution* to you before submitting it to the court. Then you can review it and object to it within seven days of the date it was sent to you. If you and the Respondent are not able to resolve your objections after reasonable efforts, you can either send a written explanation of your objections to the Respondent or directly to the court. You must notify the Respondent of your intentions so that they can advise the judge that there are outstanding issues. The judge may decide after reviewing the documents, or the court may contact you with further information.

If you are responsible for preparing the final judgment, make a copy for yourself and one for Respondent (unless there is an *Order of Default*). File the original with the court.

Your dissolution is finished and effective the date the *General Judgment* is signed by the judge.

NOTE: The terms of your judgment are not enforceable until the court enters the judgment.

You will receive a Notice of Entry of Judgment in the mail when the judgment is entered.

Information about the Confidential Information Form (CIF)

What is a CIF?

Most court files may be viewed by the public. Uniform Trial Court Rule (UTCRC) 2.130 requires certain confidential personal information to be protected from public disclosure. That is done by providing the information in a separate form. After you file your papers, the court keeps the form separate from the part of the court file that may be viewed by the public. The form is UTCRC Form 2.130.1, known as the Confidential Information Form, or CIF.

What information does a CIF make confidential?

The information protected by the CIF is social security numbers, birth dates, driver license numbers, and former legal names. Also protected are the name, address, and telephone number of a party's employer.

The CIF should only be used to protect the information described above. There may be other information in your court papers that you do not want the public to be able to see, such as bank account or credit card numbers. The separate process for protecting that information is described in UTCRC 2.100.

How do I know when I need to put information in the CIF?

When a document filed with the court requires you to include information protected by a CIF, that information must **only** be provided to the court in a CIF and must not be listed in any other document to be filed. Where you would otherwise provide the information in the document to be filed you must make a note that the information has been provided in the CIF. For example, if a document requires a party's full social security number to be listed, you must not list the social security number, but must instead make a note on the document that the information has been filed under UTCRC 2.130. **The online court forms already have that note on the form.**

Do I need to file more than one CIF?

In most cases, yes. You must fill out a CIF for yourself, and if the documents you are filing with the court require confidential personal information about the other party, you must also fill out a separate CIF with the other party's information. If your case involves children, you should include their information in *your* CIF. You do not need a separate CIF for your children.

If there is CIF information you do not know when you file your papers, or if the information changes during your case, you must file an amended CIF that provides the new or updated information.

The CIF rule requires you to redact—black out or erase—confidential personal information from any attachments to documents you file with the court and to make a note on the attachment that the information has been provided in the CIF. The only exception is when you are required to attach a court-certified document. Documents that are required to be court certified should not be altered in any way.

Does the other party get copies of a CIF I file?

You are not required to serve the CIFs on the other party, though you may share a CIF with the other party if you chose to do so. You *are* required to serve the other party with UTCRC Form 2.130.2, which is a notice that a CIF has been filed. You must also file a certificate with the court showing that you served the other party with the notice that a CIF was filed.

There are steps the other party and other people can go through to ask the court to allow them access to a CIF that you have filed. UTCRC 2.130 explains that process in detail and describes the circumstances under which the court must deny a request by someone else to view a CIF you have filed.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON

In the Matter of the Marriage or
Registered Domestic Partnership (RDP) of:

Case No: _____

_____ Petitioner

and

_____ Respondent

and

**PETITION FOR DISSOLUTION
OF MARRIAGE RDP**

Filing fees at ORS 21.155 (Marriage)
and 21.135 (RDP)

CLAIM IS IS NOT SUBJECT TO
MANDATORY ARBITRATION

Unmarried children 18, 19, or 20 years old (*full names*)

➤ *I need an interpreter:* Spanish Russian other: _____

Date of marriage/RDP: _____

Place of marriage/RDP: _____ (*County, State*)

1. My spouse or partner and I have differences so great our marriage/RDP cannot be repaired.

2. Residency

Marriage Only:

At least one spouse currently lives in Oregon **and** that same spouse has lived in Oregon continuously for six months prior to filing this Petition. At least one spouse currently lives in the county where this Petition is being filed.

Registered Domestic Partnership Only:

At least one partner currently lives in Oregon **and** that same partner has lived in Oregon continuously for six months prior to filing this Petition. At least one partner currently lives in the county where this Petition is being filed.

or

Neither partner currently lives in Oregon and this Petition is being filed in the county where Petitioner Respondent last lived.

3. Children of Petitioner and Respondent conceived, born, or adopted during or prior to the marriage/RDP and any children otherwise legally recognized as children of both parties:

Name	Age

Additional children listed on page attached titled "Section 3—Additional Children"

Name and age of any child conceived or born during this marriage/RDP who is NOT the child of both parties _____

- Neither party is now pregnant
- Petitioner Respondent is pregnant and the other party is is not the parent of this child. The expected date of the child’s birth is: _____.

4. I acknowledge by filing this petition I am bound by the terms of the Statutory Restraining Order (SRO) prohibiting either party from disposing of marital/partnership assets. I understand this restraining order is effective as soon as this *Petition* and the *Summons* are served on the Respondent.

5. Other Domestic Relations Case Information

5A. Pending Cases

List any other domestic relations case that has been started but not yet finished in any state between the parties (*including child or spousal/partner support, dissolution (divorce), annulment, separation, custody, paternity, juvenile court or modifications*).

Court / Agency Name	Case Number	Involves (<i>check all that apply</i>)
		<input type="checkbox"/> Dissolution, Annulment, Separation <input type="checkbox"/> Spousal / Partner Support <input type="checkbox"/> Child Support <input type="checkbox"/> Custody / Parenting Time <input type="checkbox"/> Restraining Order <input type="checkbox"/> Juvenile Dependency / Delinquency

Additional information attached titled “Section 5A—Other Domestic Relations Cases”

5B. Existing Orders or Judgments

List any existing order or judgment in this or any other state between the parties **and** attach a copy of the signed order or judgment (*including child support (whether it is currently effective or not), dissolution (divorce), annulment, separation, custody, paternity, juvenile court, modification or restraining/protective orders*).

Court / Agency Name	Case Number	Date Signed	Involves (<i>check all that apply</i>)
			<input type="checkbox"/> Dissolution, Annulment, Separation <input type="checkbox"/> Spousal / Partner Support <input type="checkbox"/> Child Support <input type="checkbox"/> Custody / Parenting Time <input type="checkbox"/> Restraining Order <input type="checkbox"/> Juvenile Dependency / Delinquency
Result <i>(If custody/parenting time):</i>			

Additional information attached titled “Section 5B—Other Domestic Relations Cases”

CHILDREN

6. UCCJEA Information (Uniform Child Custody Jurisdiction and Enforcement Act)

You must advise the court if any of this information changes

6A. List the places where the minor children have lived in the **last five years**, the names of the people they lived with at that time, and **CURRENT** addresses for those people.

Dates From/To	County/State	Name of Parent/Caretaker	CURRENT Contact Address of Parent/Caretaker	Children Names

Additional page attached titled “Section 6A—UCCJEA”

6B. The children listed in Section 3 have continuously lived in Oregon for the six months before the filing of this Petition, except for the children named below:

The following children have **not** lived in Oregon continuously for six months:

(names) _____

There is another legal basis for Oregon to address custody of these children. *Explain:*

Oregon does not have jurisdiction *because:* _____

Additional information attached titled “Section 6B—UCCJEA”

6C. Besides those listed above, list any case about the CUSTODY or PARENTING TIME (visitation) of the minor children named in this case that you have participated in (*include any that were filed but dismissed or denied by the court, and any filed by or against someone other than the Petitioner and Respondent in this case.*)

Court / Agency Name	State	Case Number	Date of Final Decision	Result <i>(include names of children)</i>

Additional page attached; see section titled “Section 6C—UCCJEA”

6D. List any OTHER legal proceeding that may affect the outcome of this case (*including enforcement of domestic violence or protective orders, adoption, termination of parental rights or guardianship involving any of the children pending in any state*)

Court / Agency Name	State	Case Number	Date of Final Decision	Result (include names of children)

Additional page attached; see section titled "Section 6D—UCCJEA"

6E. I do not know any person besides the other parent who has physical custody of the children or who claims to have custody, visitation or parenting time rights

except for (*list name and address; affected children*): _____

7. Custody and Parenting Time

Custody of the children should be awarded as follows:

The parties should have joint custody of the following children (*list names*): _____

I should have sole custody of the following children (*list names*): _____

Respondent should have sole custody of the following children (*list names*): _____

Petitioner Respondent should have parenting time as set forth in the attached

Parenting Plan, labeled Exhibit _____ **or** as follows: _____

Parenting time should be supervised by _____

Any cost of supervision should be paid by Petitioner Respondent Other: _____

Petitioner Respondent should not be granted parenting time because this would endanger the health or safety of the children. **State supporting facts:** _____

Relocation

I should be allowed to move more than 60 miles further distant from the respondent without advance written notice because good cause exists (*explain*): _____

Contact Information

I should not be required to provide contact information to Respondent or to contact Respondent in case of emergency circumstances or substantial change in the health of the children because: _____

8. Child Support

8A. Child Support

There **IS** an existing child support order in the monthly amount of \$ _____ from (county, state) _____
 The Child Support Program (CSP) number is: _____

I **do not** want to change this amount (skip to section 8D, below)

I **do** want to change this amount because circumstances have changed significantly since the order was issued. Explain the change: _____

(fill in the sections below with the new amount you are requesting)

or

There **IS NOT** an existing child support order from any other court or agency

I **am not** requesting child support because: _____

I **am** requesting child support (fill in sections below)

8A1. **Support** (including Cash Medical Support, see instructions) **is presumed to be unavailable** because the parent who would pay (check all that apply):

- receives cash payments from a **public assistance** program including TANF or SSI
- is (or is expected to be) **incarcerated** (in jail or prison for at least six months) and has income less than \$200 per month

Support should be ordered despite the presumption (explain why and complete section 2, below): _____

8A2. Support should be ordered payable:

by Petitioner Respondent

to Petitioner Respondent

Adult Child Attending School (*name*): _____

on the first **or** _____ day of each month **beginning**

the month following entry of this judgment **or**

the date of service of this Petition

The total monthly amount should be:

Determined under the Oregon child support guidelines prior to judgment **or**

\$_____, which is (*check one*)

the amount presumed correct as reflected on the child support guideline worksheets **attached** to this petition

or

different from the amount presumed correct by the child support guidelines because the guideline amount would be unjust or inappropriate (*explain*): _____

8B. Medical Support

Medical support has already been ordered in another case as noted in Section 4 above

The existing order should not be changed. (*skip to Section C below*)

The existing order should be changed (*fill out the sections below*).

I have also requested a change of child support above.

If medical support has not been ordered in another case, complete sections below.

8B1. Private Health Insurance:

is appropriate and available to (*check one or both*):

Petitioner Respondent

and

both parents have agreed to provide coverage **or**

Petitioner Respondent should be ordered to keep insurance throughout the period of the child support obligation

is not appropriate or available to either parent

The parent awarded custody should enroll the children in public health insurance until private health insurance becomes available. The first parent with access to appropriate private health insurance for the children should be ordered to provide it.

Cash Medical Support

(If health insurance is not available to either parent, then the parent who is ordered to pay child support will also be ordered to pay cash medical support according to the Child Support Guidelines unless the court finds reason not to)

Cash Medical Support should **not** be ordered because:

- Support is presumed to be unavailable for the reason marked in Section 8(A)(1), above *(Note: if you asked that support be awarded anyway, do not mark this box)*
- The parent paying child support has income at or below Oregon’s minimum wage for full-time employment, so cash medical support should not be ordered.
- The children’s medical needs will be met by the Uninsured Medical Expenses provision below.
- Other *(explain)*: _____

8B2. Uninsured Medical Expenses

- Uninsured medical expenses should not be awarded
- or**
- Petitioner should pay _____% and Respondent should pay _____% of the unreimbursed costs of the children’s reasonable medical, dental, and vision care. This does not include ordinary expenses like nonprescription medication, bandages, vitamins, and copays for regular checkups, which the parents are presumed to provide for the children in proportion to their parenting time. This obligation is in addition to any child support **and** will be **offset** by any cash medical support ordered above
- or**
- This obligation should be **in addition** to any child support and cash medical support ordered above

8C. Payment

I understand that payments will be made by income withholding unless an exception applies.

- I request an exception to the income withholding requirement of ORS 25.378 so that payment can be made another way because good cause exists
 - Petitioner and Respondent have agreed in writing to the following alternative payment method *(explain)*: _____
- or**
- Other exception under ORS 25.396 *(explain)*: _____

Where should payments go?

- All support payments should be made to the Department of Justice, Child Support Accounting Unit, P.O. Box 14506, Salem, Oregon, 97309.
- or**
- An exception to income withholding applies as noted above. All support payments should be made to the recipient’s checking or savings account. The receiving parent should be ordered to provide the paying parent with current deposit slips or bank name, account name, and account number.

or

Other (*explain*): _____

Adult Child Attending School

Support for an adult child attending school as defined by ORS 107.108 should be paid by the Division of Child Support (DCS) directly to the child unless good cause exists for payment to be made another way.

GOOD CAUSE exists for DCS not to pay support directly to a child attending school (*explain*): _____

8D. Length of Child Support

Support will continue until the child reaches the age of 21 unless the child becomes self-supporting, emancipated, married or ceases to qualify as a child attending school as defined by Oregon law.

8E. Tax Dependents

(Note that the judgment is not binding on the IRS and will not provide a defense if the parties fail to comply with IRS regulations in any given tax year. Speak to a lawyer or tax professional.)

Petitioner Respondent should be permitted to claim the following children as dependents for tax purposes beginning with the **tax** year this judgment is entered. The other parent must complete any IRS waivers or forms necessary to accomplish this order in each tax year and must not file contradictory tax returns.

List children's names: _____

or

Other (*specify*): _____

8F. Life Insurance Coverage for Children

The party paying support should carry life insurance for the benefit of the parties' children throughout the period of the support obligation. The coverage should be in the amount of \$ _____.

SPOUSAL/PARTNER SUPPORT

9. Spousal/Partner Support and Life Insurance

9A. Support

No spousal/partner support is requested

or

Spousal/partner support should be paid by:

Petitioner to Respondent

or

Respondent to Petitioner

Type of support and amount requested (check all that apply):	Monthly or Total	Based on the following factors (explain):
<input type="checkbox"/> transitional \$ _____ Ends: _____	<input type="checkbox"/> per month or <input type="checkbox"/> total	
<input type="checkbox"/> compensatory \$ _____ Ends: _____	<input type="checkbox"/> per month or <input type="checkbox"/> total	
<input type="checkbox"/> maintenance \$ _____ Ends: _____	<input type="checkbox"/> per month or <input type="checkbox"/> total	

or

in an amount to be determined when the case is finalized.

9B. Payments

Payments should be made:

on the first **or** _____ day of each month

beginning the month following entry of this judgment **or** the date of service of this Petition

or

in a lump sum by _____ (date)

Payments should end upon the death of either party or: _____, whichever is sooner.

Choose ONE option:

All support payments should be made directly into recipient's checking or savings account. The spouse or partner receiving support must provide the paying spouse or partner with either current deposit slips or their bank name, account name, and account number.

To the Department of Justice, Child Support Accounting Unit, PO Box 14506, Salem, OR, 97309. The Department of Justice should provide all collection, accounting, disbursement, and enforcement services.

9C. Life Insurance

The party paying support should carry life insurance for the benefit of the other party throughout the period of the support obligation.
The coverage should be in the amount of \$_____.

PROPERTY AND DEBTS

10. Real Property

- Neither party has any interest in any real property in Oregon or any other place.
- Both parties have **or** Petitioner Respondent has an interest in real property at:
(address) _____

Additional page attached titled "Section 10—Real Property"

- The legal description of the real property is attached as Exhibit _____ and incorporated in this petition.

This property should be distributed equitably, **or** as follows: _____

11. Personal Property

(Retirement benefits can be divided. See a lawyer if you want to do that.)

The Petitioner and Respondent have divided between them all personal property they own. This includes all personal effects, household goods, motor vehicles, pets, and other items of property. Neither party should claim items now in the possession of the other.

or

Petitioner and Respondent should be awarded an equitable distribution of the parties' personal property. This includes retirement benefits, pension plans, profit-sharing plans, deferred-compensation plans, and stock option plans held by the parties.

or

The parties' personal property should be divided as follows, with equitable distribution of any property not listed:

Petitioner should be awarded the following personal property: _____

Additional page attached titled "Section 11—Petitioner's Personal Property"

Petitioner should be awarded all of Petitioner's retirement benefits, pension plans, profit-sharing plans, deferred-compensation plans, and stock option plans held by Petitioner's employer, free of any interest of the respondent.

Respondent should be awarded the following personal property: _____

Additional page attached titled "Section 11—Respondent's Personal Property"

Respondent should be awarded all of Respondent's retirement benefits, pension plans, profit-sharing plans, deferred-compensation plans, and stock option plans held by Respondent's employer, free of any interest of the petitioner.

12. Distribution of Debts

- There are no joint debts.
- The debts should be paid as follows:

Name of Creditor (who money is owed to)	What debt is for	Amount	Who should pay (Petitioner or Respondent)

Additional page attached titled "Section 12—Distribution of Debts"

Each party should indemnify, defend and hold harmless the other party and keep current the payment of all debts incurred by him or her individually since the date of the separation, all debts distributed to him or her by the court, and all debts secured by property distributed to that party. If any creditor asks the party not responsible for a debt to pay any portion of it, and he or she does so, the party responsible for that debt should reimburse the paying party for any amount paid to the creditor after the date of judgment.

Debts should be divided as of *(date)*: _____

Transfer of Debts and Property

Each party should be ordered to complete all property transfers required by the Judgment within 30 days of the date of judgment. Each should execute, acknowledge, and deliver whatever documents are necessary to accomplish the distribution of debts and property ordered by the court. The judgment should operate to convey title if the either party fails to comply with this requirement.

13. Former Name

Petitioner's Respondent's former name of ***(FULL NAME—first, middle, last)***: _____ should be restored.

14. Additional Provisions: _____

Additional page attached titled "Section 14—Additional Provisions"

15. Information required by ORS 107.085

Age of Petitioner: _____ Age of Respondent: _____
Respondent's contact phone number: _____
Respondent's contact address: _____

A Confidential Information Form (CIF) has been completed and filed with the court clerk containing all information required by ORS 107.085 that is identified as confidential by UTCR 2.130 for: Petitioner Respondent each adult child (ages 18-20)

16. Court Costs and Fees for this case (whether paid or deferred)

- Each party should be responsible for paying his or her own costs and service fees.
- Costs and fees should be paid by both parties equally.
- Respondent should reimburse Petitioner for costs and fees paid.
- Other: _____

Certificate of pending/existing child support proceedings

- There is is not a PENDING child support proceeding

- There is is not an EXISTING child support order or judgment

Information about any pending/existing child support proceedings is included above.

I request a Judgment granting the relief asked for in this Petition and other equitable relief the court finds just.

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand they are made for use as evidence in court and I am subject to penalty for perjury.

DATED: _____

Petitioner Signature	Print Name	Email Address
----------------------	------------	---------------

Contact Address	City, State, Zip	Contact Telephone
-----------------	------------------	-------------------

**RECORD OF DISSOLUTION
OF MARRIAGE, ANNULMENT OR
REGISTERED DOMESTIC PARTNERSHIP**

136-

State file number:

The petitioner or legal representative of the petitioner is responsible for completing the personal information on this form and shall present this form to the clerk of the court with the petition. In all cases the completed record shall be a prerequisite to the granting of the final judgment.

Case number: _____
 Judgment type: Dissolution of marriage Annulment Dissolution of registered domestic partnership(RDP)

Spouse / Partner A

1. Spouse/Partner A – Legal name: (first, middle, last, suffix) 2. Last name at birth: (not required for RDP)
 3. Residence or legal address: (street and number) (city or town) (county) (state)
 4. Other legal last names used:
 5. Date of birth: (mm/dd/yyyy) 6. Birthplace: (state, territory or foreign country)

Spouse / Partner B

7. Spouse/Partner B – Legal name: (first, middle, last, suffix) 8. Last name at birth: (not required for RDP)
 9. Residence or legal address: (street and number) (city or town) (county) (state)
 10. Other legal last names used:
 11. Date of birth: (mm/dd/yyyy) 12. Birthplace: (state, territory or foreign country)

Marriage / Declaration

13. Date of marriage / filing of RDP declaration: (mm/dd/yyyy) 14. Date couple last resided in same household: (mm/dd/yyyy)
 15a. Place of marriage/RDP: (city, town or location) 15b. County: 15c. State or foreign country:
 16. Number of children under 18 in this household as of the date in item 14:
 Number: _____ None 17. Petitioner:
 Spouse/Partner A Spouse/Partner B Both

Attorney

18a. Name of petitioner's attorney: (print) 18b. Address: (street and number or rural route number, city or town, state, ZIP code)
 19a. Name of respondent's attorney: (print) 19b. Address: (street and number or rural route number, city or town, state, ZIP code)

Judgment

20. Marriage/RDP declaration of the above named persons was dissolved on: (mm/dd/yyyy) 21. Date judgment becomes effective: (mm/dd/yyyy)
 22. Number of children under 18 whose physical custody was awarded to:
 ___ Spouse/Partner A ___ Spouse/Partner B ___ Joint (shared custody) ___ Other (specify) _____ No children
 23. County of decree: 24. Title of court: **Circuit**
 25. Signature of court official: 26. Title of court official: 27. Date signed: (mm/dd/yyyy)

Information below will not appear on the certified copies of the record.

Spouse / Partner A

28. Spouse A's Social Security number: (not required for RDP)				29. Spouse B's Social Security number: (not required for RDP)					
30. Number of this marriage/RDP – first, second, etc.:		31. If previously married or in a RDP date last marriage/RDP ended:		32. Hispanic origin: Cuban, Mexican, Puerto Rican		33. Race(s): Black, White, etc.		34. Education – Specify only highest grade completed:	
Marriage	RDP	By death, divorce, dissolution or annulment (specify below)	Date: (mm/dd/yyyy)	List all that apply (specify below)		List all that apply (specify below)		Elementary/Secondary: (grades 0-12)	College: (1-4 or 5+)
30a.	30b.	31a.	31b.	32a.	33a.	34a.	34b.		
30c.	30d.	31c.	31d.	32b.	33b.	34c.	34d.		

Spouse / Partner B

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON

Case No: _____

and

Petitioner
Respondent

SUMMONS

- Marriage
 Registered Domestic Partnership (RDP)
 Unmarried and Unregistered

To (name): _____

Home Address:

Work Address:

Your spouse, partner, or child's parent has filed a Petition asking for:

- Separation of your marriage or registered domestic partnership (RDP)
 Divorce or dissolution of your marriage or registered domestic partnership (RDP)
 Unmarried Parents—Child Support, custody, or parenting time

NOTICE TO RESPONDENT: READ THESE PAPERS CAREFULLY!

You must “appear” in this case or the other side will win automatically. To “appear,” you must file a legal paper called a “Response” or a motion. Response forms are available for purchase at the Family Law Assistance Program office 150 North First Avenue, Room 120J, Hillsboro, Oregon, or online at www.courts.oregon.gov/courts/washington. Talk to a lawyer for information about appearing by motion.

Your Response must be filed with the court clerk at Washington County Circuit Court, 150 North First Avenue, MS 37, Hillsboro, OR 97124 **within 30 days of the day you received this Summons**, along with the required filing fee (go to www.courts.oregon.gov/courts/washington for fee information). It must be in proper form and you must show that the Petitioner's lawyer (or the Petitioner if he or she does not have a lawyer) was served with a copy of the Response according to the service rules. Service rules are included in Instructions for Respondents, available at www.courts.oregon.gov/courts.washington.

If you have questions, see a lawyer immediately. If you need help finding a lawyer, you can call the Oregon State Bar's Lawyer Referral Service at (503) 684-3763 or toll free in Oregon at (800) 452-7636 or go to www.osbar.org.

If special accommodation under the Americans with Disabilities Act is needed, please contact your local court at the address above; telephone number: (503) 846-8767.

Submitted by:

Petitioner Signature

Print Name

Email Address

Contact Address

City, State, Zip

Contact Telephone

Attach to Summons per ORS 107.093(5)

**NOTICE OF STATUTORY RESTRAINING ORDER PREVENTING THE
DISSIPATION OF ASSETS IN DOMESTIC RELATIONS ACTIONS**

REVIEW THIS NOTICE CAREFULLY.
**BOTH PARTIES MUST OBEY EACH PROVISION OF THIS ORDER
TO AVOID VIOLATING THE LAW.**
SEE INFORMATION ON YOUR RIGHT TO A HEARING BELOW.

TO THE PETITIONER AND RESPONDENT:

Under ORS 107.093 and UTCR 8.080, neither Petitioner nor Respondent may:

Insurance Policies

(1) Cancel, modify, terminate, or allow to lapse for nonpayment of premiums, any policy of health insurance, homeowner or renter insurance, or automobile insurance that one party maintains to provide coverage for the other party or a minor child of the parties, or any life insurance policy that names either of the parties or a minor child of the parties as a beneficiary.

Insurance Beneficiaries

(2) Change beneficiaries or covered parties under any policy of health insurance, homeowner or renter insurance, or automobile insurance that one party maintains to provide coverage for the other party or a minor child of the parties, or any life insurance policy.

Property

(3) Transfer, encumber, conceal, or dispose of property in which the other party has an interest, in any manner, without written consent of the other party or an order of the court, except in the usual course of business or for necessities of life.

(A) Paragraph (3) does not apply to payment by either party of:

- (i) Attorney fees in this action;
- (ii) Real estate and income taxes;
- (iii) Mental health therapy expenses for either party or a minor child of the parties; or
- (iv) Expenses necessary to provide for the safety and welfare of a party or a minor child of the parties.

Expenses

(4) Make extraordinary expenditures without providing written notice and an accounting of the extraordinary expenditures to the other party. This does not apply to payment of expenses necessary to provide for the safety and welfare of a party or a minor child of the parties.

EFFECTIVE DATE:

The above provisions are in effect immediately upon service of the *Petition* and *Summons* on the Respondent. They remain in effect until a final judgment is issued, until the petition is dismissed, or until further order of the court.

RIGHT TO REQUEST A HEARING

Either Petitioner or Respondent may request a hearing to modify or revoke one or more terms of this restraining order by filing with the court the *Request for Hearing re: Statutory Restraining Order* form specified in Form 8.080.2 in the UTCR Appendix of Forms.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON

_____ Petitioner
and
_____ Respondent

Case No. _____

**CONFIDENTIAL
INFORMATION FORM (CIF)**
 Amended CIF

UTCR 2.130

Unmarried children 18, 19, or 20 years old (*full names*)

Submitted by: Petitioner Respondent Other: _____

Information about (name): _____
(*first, middle, last*) Petitioner Respondent Other: _____

Any Other Names Used:
Date of Birth:
Social Security Number:
Driver License (Number and State):
Employer's Name, Address, and Telephone Number:

Minor Children of the parties: ¹

Children's Names: (<i>first, middle, last</i>)	Date of Birth:	Social Security Number:

Additional page attached

¹ The names of parties and children, and children's ages are not confidential.
This form can only be viewed by the party who files it unless the court orders otherwise.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON

_____ Petitioner
and
_____ Respondent

Case No. _____

**CONFIDENTIAL
INFORMATION FORM (CIF)**
 Amended CIF

UTCR 2.130

Unmarried children 18, 19, or 20 years old (*full names*)

Submitted by: Petitioner Respondent Other: _____

Information about (name): _____
(*first, middle, last*) Petitioner Respondent Other: _____

Any Other Names Used:
Date of Birth:
Social Security Number:
Driver License (Number and State):
Employer's Name, Address, and Telephone Number:

Minor Children of the parties: ¹

Children's Names: (<i>first, middle, last</i>)	Date of Birth:	Social Security Number:

Additional page attached

¹ The names of parties and children, and children's ages are not confidential.
This form can only be viewed by the party who files it unless the court orders otherwise.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON

Petitioner

Case No. _____

and

**NOTICE OF FILING OF
CONFIDENTIAL
INFORMATION FORM (CIF)**

Amended CIF

Respondent

Unmarried children 18, 19, or 20 years old (*full names*)

I filed Confidential Information Forms with the court about the following parties to this case as required by Uniform Trial Court Rule (UTCRC) 2.130 (*Use first, middle, last names below*):

1) My Name: _____
 Petitioner Respondent Other: _____

Containing (*check all that apply*):

- Social Security Number (SSN) Date of Birth (DOB) children's SSN children's DOB
 employer's name, address, and phone number driver license number
 any other names used

2) Name: _____
 Petitioner Respondent Other: _____

Containing (*check all that apply*):

- Social Security Number (SSN) Date of Birth (DOB) children's SSN children's DOB
 employer's name, address, and phone number driver license number
 any other names used

3) Name: _____
 Petitioner Respondent Other: _____

Containing (*check all that apply*):

- Social Security Number (SSN) Date of Birth (DOB) children's SSN children's DOB
 employer's name, address, and phone number driver license number
 any other names used

4) Name: _____
 Petitioner Respondent Other: _____

Containing (*check all that apply*):

- Social Security Number (SSN) Date of Birth (DOB) children's SSN children's DOB
 employer's name, address, and phone number driver license number
 any other names used

DATED: _____

Signature

Print Name

Email Address

Contact Address

City, State, Zip

Contact Telephone

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON

Petitioner
and

Respondent

Case No: _____

**ACCEPTANCE OF
SERVICE**

I am the Respondent Adult Child in this matter.

On (date) _____ in _____ County, State of _____,

I received a true copy of (**check all that apply**):

- Summons
 - Petition
 - Notice of Statutory Restraining Order Preventing Dissipation of Assets
 - Notice of CIF (Confidential Information Form) Filing
 - Information on continuation of insurance coverage (COBRA)
 - Other forms: _____
- _____

I hereby declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use in court and I am subject to penalty for perjury.

DATED: _____

 Respondent Adult Child, Signature Print Name Email Address

Contact Address City, State, Zip Contact Telephone

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON

Case No: _____

Petitioner
and

Respondent

CERTIFICATE OF SERVICE

(ORCP 7D(2))

- (a) Personal Service
 (b) Substitute Service
 (c) Office Service
 (d) Service by Mail

I, (name) _____, declare I am a resident of the state of _____ . I am a competent person 18 years of age or older. I am not a party to or lawyer in this case, and not the employee of a party. I certify the person served is the person named below. I served true copies of the original (**check all that apply**):

- Summons
 Petition
 Notice of Statutory Restraining Order Preventing Dissipation of Assets
 Notice of CIF (*Confidential Information Form*) Filing
 Information on continuation of insurance coverage (COBRA)
 Other documents: _____

by (check a, b, c, or d and complete all information):

(a) **Personal Service** on (date) _____, at _____ a.m./p.m., to Respondent (name) _____ in person at the following address: _____ in the County of _____, State of _____.

(b) **Substitute Service** on (date) _____, at _____ a.m./p.m., by delivering them to the following address: _____ in the County of _____, State of _____, delivered to (name) _____, who is a person age 14 or older and who lives there. The address listed above is the dwelling house or usual place of abode of the person to be served.

(Complete the section below only if the server also did the follow-up mailing required by ORCP 7D(2)(b). If a person other than the server did the follow-up mailing, that person must complete a separate Certificate of Service Mailing.)

On (date) _____, I personally deposited a true copy of the same documents served with the U.S. Postal Service, via first class mail, in a sealed envelope, postage paid, addressed to the Respondent (name) _____, at the party's home address listed above, together with a statement of the date, time and place that the documents were hand-delivered at the party's dwelling house or usual place of abode.

(c) **Office Service** on (date) _____, at _____ a.m./p.m., by delivering them to the office of the party to be served, located at the following address:

during normal working hours for that office, where I left the documents with (name) _____, who is a person apparently in charge, to give the documents to the party to be served.

(Complete the section below only if the server also did the follow-up mailing required by ORCP 7D(2)(c). If a person other than the server did the follow-up mailing, that person must complete a separate Certificate of Service Mailing.)

On (date) _____, I personally deposited a true copy of the same documents served with the U.S. Postal Service, via first class mail, in a sealed envelope, postage paid, addressed to the Respondent (name) _____, at the party's:

home address at: _____, **OR**

business address above, together with a statement of the date, time and place that the documents were hand-delivered to the party's office.

(d) **Service by Mail, Return Receipt Requested** on (date) _____, I personally deposited **two** true copies with the U.S. Postal Service. **One** by first class mail, and the **other** by certified or registered mail, Return Receipt Requested, or by express mail, postage paid, addressed to the Respondent (name) _____, at the party's home address located at: (address) _____

*(NOTE: If mailed Return Receipt Requested, a copy of the return receipt **SIGNED ONLY BY THE OTHER PARTY** must be attached to this Certificate of Service.)*

I hereby declare that the above statements are true to the best of my knowledge and belief, and that I understand they are made for use as evidence in court and I am subject to penalty for perjury.

DATE: _____

Signature of Server

Print Name

Email Address

Contact Address

City, State, Zip

Contact Telephone

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON

Case No. _____

Petitioner

and

**CERTIFICATE OF MAILING OR
DELIVERY TO DIVISION OF
CHILD SUPPORT**

Respondent

I certify that on *(date)* _____, I hand-delivered **or** mailed by first-class mail a true copy of the Petition in the above case to the local branch office of the Department of Justice, Division of Child Support at 5193 Northeast Elam Young Parkway, Suite B, Hillsboro, OR 97124.

I hereby declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use as evidence in court and I am subject to penalty for perjury.

Petitioner Signature

Print Name

Email Address

Contact Address

City, State, Zip

Contact Telephone

If the Petitioner or Respondent receives Temporary Assistance to Needy Families (TANF) or the Oregon Health Plan (OHP), or if your children are in foster care or in custody of the Oregon Youth Authority, a copy of the filed Petition must be sent to the Department of Justice Division of Child Support (DCS).

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON

In the Matter of the Marriage or
Registered Domestic Partnership (RDP) of:

Case No: _____

_____ Petitioner

and

_____ Respondent

and

**DECLARATION
SUPPORTING GENERAL
JUDGMENT OF DISSOLUTION
OF MARRIAGE RDP**

Unmarried children 18, 19, or 20 years old (*full names*)

The statements made in the Petition remain true and accurate *except*:

Section Number	Explain

Additional page attached

Minor Children

Children of Petitioner and Respondent (under age 18) conceived, born, or adopted during or prior to the marriage/RDP and any children otherwise legally recognized as children of both parties:

Name of Child	Age	Currently lives with (Name, Address or Contact Address)	For how long

Additional children listed on page attached titled "Additional Children"

Petitioner Respondent is pregnant and the other party is is not the parent of this child. The expected date of the child's birth is _____.

Child support has been requested. I have attached Child Support Worksheets labeled Exhibit _____ to the proposed Judgment. The information included in those worksheets is true and accurate to the best of my knowledge.

The parent who should pay child support (“payor”) does **not** live in Oregon **but** (*check all that apply*)

- Was personally served with the Petition in Oregon
- Filed a response in this case
- Lived in Oregon with at least one of the children
- Lived in Oregon and paid for prenatal or other costs for at least one of the children
- At least one child lives in Oregon as a result of an act or instruction by the payor
- At least one child may have been conceived in Oregon
- Claimed parenthood on a Voluntary Acknowledgment of Paternity
- Both parties lived in Oregon for at least 6 months and the non-resident party moved out of Oregon less than one year before the Petition was filed in this case
- There is another basis for jurisdiction (*explain*): _____

I ask the court to enter judgment without a hearing under ORS 107.095(4) *because*:

- Respondent has not appeared and an *Order of Default* has been entered.
- Respondent has stipulated (agreed) to the terms of the *Judgment*.
- Respondent signed a *Waiver of Appearance and Consent to Entry of Judgment*.

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand they are made for use as evidence in court and I am subject to penalty for perjury.

Submitted by: Petitioner Respondent

DATED: _____

Signature Print Name Email Address

Contact Address City, State, Zip Contact Telephone

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON

In the Matter of the Marriage or
Registered Domestic Partnership (RDP) of:

Case No: _____

and Petitioner

and Respondent

**GENERAL JUDGMENT OF
DISSOLUTION OF**

- MARRIAGE RDP
 and MONEY AWARD

Unmarried children 18, 19, or 20 years old (full names)

This document was presented to the court:

- On the motion and declaration of Petitioner, the default of Respondent having been found.
 and Respondent being represented by a guardian ad litem or other person described in Oregon Rules of Civil Procedure, Rule 27.
- On the stipulation of the parties, as shown by the signatures at the end of this Judgment.
- Respondent waived appearance in these proceedings.
- After a trial held on *(date)* _____, at which the following persons were present:
- Petitioner Petitioner's attorney _____
 - Respondent Respondent's attorney _____
 - Adult Child Adult Child's attorney _____
 - Children's attorney _____

Unmarried children 18, 19, or 20 years old -

- Waived appearance in these proceedings: *(names)* _____.
- Fully participated in the proceedings and are bound by the terms of this judgment:
(names) _____.
- Signed and stipulated to the terms of this judgment as shown by the signatures below.

FINDINGS:

1. The court considered the Declaration Stipulations Evidence presented and finds that:

A. Irreconcilable differences have caused the irremediable breakdown of this marriage or domestic partnership.

B. At the time the Petition was filed:

Marriage Only:

- At least one spouse lived in Oregon and that same spouse had lived in Oregon continuously for six months prior to the filing of the Petition. At least one spouse lived in the county in which the Petition was filed.

Registered Domestic Partnership Only:

At least one partner lived in Oregon and that same partner had lived in Oregon continuously for six months prior to the filing of the Petition. At least one partner lived in the county in which the Petition was filed.

OR

Neither partner lived in Oregon and the Petition was filed in the county where Petitioner and/or Respondent last resided.

2. Party and Marriage/RDP Information:

Date of Marriage/RDP: _____

Place of Marriage/RDP: _____ (County, State)

Current age of parties: Petitioner _____ Respondent _____

3. Children of the Parties (Children conceived, born, or adopted during or prior to the marriage/RDP and any children otherwise legally recognized as children of **both** parties):

Name	Year of Birth	Age

Additional page attached titled "Findings 3—Children of the parties"

Petitioner Respondent is not the father of, or paternity has not been established for, the following children: (names) _____ born during the marriage.

Neither party is now pregnant **OR**

Petitioner Respondent is now pregnant.

The other party is is not the parent of the child due (date) _____.

4. Child Custody Jurisdiction

Oregon has jurisdiction under the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) to decide custody and parenting time matters because:

Oregon is the children's home state (all of the minor children have lived here continuously for the six month period immediately before this case was filed).

Other: _____

Oregon does not have jurisdiction under the UCCJEA because: _____

THE COURT GRANTS JUDGMENT AS FOLLOWS:

The marriage or RDP is legally dissolved as of the date this Judgment is signed.
The terms of this Judgment are effective upon entry in the court register.

CHILDREN

1. Custody and Parenting Time

Custody of the children is awarded as follows:

- Petitioner and Respondent have **joint** custody of the following children (*names*): _____
- Petitioner is granted **sole** custody of the following children (*names*): _____
- Respondent is granted **sole** custody of the following children (*names*): _____

Parenting time is ordered:

- as described in the attached **Parenting Plan**, labeled Exhibit _____ **or**
- to Petitioner Respondent as follows _____

- Parenting time will be supervised by _____
 - Any cost of supervision must be paid by Petitioner Respondent
 - Other: _____

- Petitioner Respondent is not awarded parenting time because it would endanger the health and safety of the children.

Neither parent shall say things or knowingly allow others to say things in the presence of the children that would take away the children’s love and respect for the other parent.

Relocation

- Neither parent may move more than 60 miles further distant from the other parent without giving the other parent reasonable notice of the change of residence and providing a copy of such notice to the court, **or**
- The requirement of ORS 107.159 regarding notice of relocation is suspended for good cause.

Contact Information

- Petitioner and Respondent must each provide contact addresses and contact telephone numbers to the other and notify each other of any emergencies or substantial changes in the children’s health **or**
- Good cause exists to suspend the obligation of the parties to provide contact information to each other.

NOTICE ABOUT PARENTING TIME AND CHILD SUPPORT

The terms of child support and parenting time (visitation) are designed for the child’s benefit and not the parents’ benefit. You must pay support even if you are not receiving parenting time. You must comply with parenting time and visitation orders even if you are not receiving child support.

Violation of child support orders and visitation or parenting time orders may result in fines, imprisonment, or other penalties.

Help may be available to establish, enforce, and modify child support orders. Paternity establishment services are also available. Contact your local district attorney, the domestic relations court clerk, or the Department of Justice at (800) 850-0228 or (503) 378-5567 for information.

Help may be available to establish, enforce, and modify parenting time or visitation orders. Forms are available to enforce parenting time or visitation orders. Contact your local court for information.

2. Child and Medical Support and Life Insurance for Children

2A. Child Support

Existing Child Support Obligation *(Complete only if applicable)*

List state, court/agency, case number, and date of any prior child support orders and judgments: _____

- No action is taken by this judgment regarding any prior child support order or judgment.
- This judgment does not replace any existing child support order or judgment. Payment amount and schedule remain as ordered on (date of order or judgment): _____
 - Any arrears accumulated under the continued order or judgment remain due.
- This judgment replaces the existing child support obligation because the existing orders and judgments were issued by an Oregon court or agency, one of the parents or children receiving support still resides in Oregon, and the circumstances have changed since the orders were entered. Support is due as detailed in the “Support Order” section of this judgment.
 - Any arrears accumulated under the continued order or judgment remain due.
- Other: _____

Presumed Inability To Pay Under ORS 25.245 *(Complete only if applicable)*

- The parent who would pay support is presumed to be unable to pay because that parent:
 - receives cash payments from a **public assistance** program including TANF or SSI.
 - is (or is expected to be) **incarcerated** (in jail or prison for at least six months) and has income less than \$200 per month
- The presumption **has not been rebutted** and **no** child support (including cash medical support) is ordered.
- The presumption **has been rebutted**, and support **is ordered** as detailed in the “Support Order” section below for the following reasons: _____

Support Order

No support is ordered. If there are reasons other than the presumption of inability to pay or continuation of an existing order or judgment (*explain*): _____

Support must be paid by Petitioner to Respondent **or** Respondent to Petitioner beginning on the first or _____ day of the month following the date of the judgment **or** beginning the date of service of the Petition (*date*) _____ **or** other (*date*) _____ and continuing on the same day of each month thereafter. The total monthly amount due is \$ _____.

Support must be paid by **Petitioner to Adult Child Attending School** beginning on the first **or** _____ day of the month following the date of the judgment **or** beginning the date of service of the Petition (*date*) _____ and continuing on the same day of each month thereafter. The total monthly amount due is \$ _____.

Support must be paid by **Respondent to Adult Child Attending School** beginning on the first **or** _____ day of the month following the date of the judgment **or** beginning the date of service of the Petition (*date*) _____ and continuing on the same day of each month thereafter. The total monthly amount due is \$ _____.

(Child Support Worksheets are attached and incorporated, labeled Exhibit _____)

This amount ordered is:

the amount presumed to be appropriate under the support guidelines.

or

different from the presumed appropriate amount of \$ _____ because the presumed amount is unjust or inappropriate (*explain*): _____

2B. Medical Support

Medical support has already been ordered in another case as listed in Section 2A above.

The existing order **is not** changed.

or

The existing order **is terminated**. Medical support is ordered as follows:

i. Private Health Insurance:

is appropriate and available to (*check one or both*)

Petitioner Respondent **and**

both parents have agreed to provide coverage **or**

Petitioner Respondent is ordered to keep insurance throughout the period of the child support obligation as long as it is appropriate and reasonable in cost.

is not appropriate or available to either parent

The parent awarded custody must enroll the children in public health insurance until private health insurance becomes available **and**

The first parent with access to appropriate private health insurance for the children is ordered to provide it.

ii. Cash Medical Support

- Cash Medical Support **is** ordered in the amount of \$_____ per month because no private health insurance is available to either parent. Cash Medical Support is payable by the parent ordered to pay child support on the same schedule.
 - The paying parent is ordered to provide Cash Medical Support only when not providing private health insurance for the children.
- Cash Medical Support is **not** ordered because:
 - The parent who would pay support is presumed unable to pay for the reason marked above, and the presumption has not been rebutted.
 - The parent paying child support has income at or below Oregon’s minimum wage for full-time employment, so cash medical support cannot be ordered.
 - The children’s medical needs will be met by the *Uninsured Medical Expenses* provision below.
 - Other (*explain*): _____

CHANGES TO HEALTH INSURANCE AVAILABILITY

Both the payor and the recipient of child support **must** notify the Division of Child Support (DCS) in writing of any change in the availability of private health insurance within **10 days** of the change if collection services are provided by DCS.

iii. Uninsured Medical Expenses

- Uninsured medical expenses are not awarded.

or

Petitioner must pay _____% and Respondent must pay _____% of the unreimbursed costs of the children’s reasonable medical, dental, and vision care. This does not include ordinary nonprescription expenses like bandages, vitamins, and copays for regular checkups, which the parents must provide for the children in proportion to their parenting time. This obligation is in addition to any child support **and** will be **offset** by any cash medical support ordered above.

or

- This obligation is **in addition** to child support and cash medical support ordered above.

2C. Payment

NOTICE OF INCOME WITHHOLDING

This child support order is enforceable by income withholding under ORS 25.378 to 25.390, 25.414 to 25.372, and 25.375. Withholding shall occur immediately whenever there is an arrearage at least equal to the support payment for one month, whenever the obligated parent requests such withholding, or whenever the obligee requests withholding for good cause. The District Attorney or, as appropriate, the Division of Child Support of the Department of Justice, will assist in securing such withholding. Exceptions may apply in some circumstances.

- Income withholding** is not ordered at this time because there is no support arrearage, the paying parent has complied with any previous exemption from withholding **and**
 - The parents (or the State, if support rights are assigned) have agreed in writing to an alternative arrangement which is approved by the court;
- or**
- Good cause not to require withholding is found because there is proof of timely payment of previously ordered support and income withholding would not be in the best interests of the child.

In all cases, select one of the following:

All support payments must be made to the Department of Justice, Child Support Accounting Unit, P.O. Box 14506, Salem, Oregon, 97309.

or

An exception to income withholding applies as noted above. All support payments must be deposited to the recipient’s checking or savings account. The receiving parent is ordered to provide the paying parent with current deposit slips or bank name, account name, and account number.

or

Other (explain): _____

Adult Child Attending School

Support for an adult child attending school as defined by ORS 107.108 must be paid by the Division of Child Support directly to the child unless good cause exists for payment to be made another way.

GOOD CAUSE exists not to pay support directly to a child attending school. Payments must be made to Petitioner Respondent in the amount of \$ _____ per month.

2D. Length of Child Support

Support will continue until the child reaches the age of 21 unless the child becomes self-supporting, emancipated, married or ceases to qualify as a child attending school as defined by Oregon law.

2E. Tax Dependents

Parties are advised that this judgment is not binding on the IRS and will not provide a defense if the parties fail to comply with IRS regulations in any given tax year.

As between the parties, Petitioner Respondent may claim the following children as dependents for tax purposes beginning with the **tax** year this judgment is entered. The other parent must complete any IRS waivers or forms necessary to accomplish this judgment in each tax year and must not file contradictory tax returns.

List children’s names: _____

or

Other (specify): _____

2F. Life Insurance Coverage for Children

The party paying support must carry life insurance for the benefit of the parties’ children throughout the period of the support obligation if he or she is insurable. The coverage must be at least \$ _____. The party paying support must provide to the party receiving support a true copy of the policy. The party paying support must also provide to the party receiving support written notice of any action that will reduce the benefits or change the designation of the beneficiaries under the policy.

or

Neither party is ordered to carry life insurance for the benefit of the parties’ children.

2G. Additional Provisions

Additional page attached titled “Section 2G”

NOTICE ABOUT PERIODIC REVIEWS

If you are receiving child support services through the Department of Justice, either parent may request that the Department of Justice/Division of Child Support review the amount of support ordered after three years from the date the order took effect or at any time upon a substantial change of circumstances.

SPOUSAL/PARTNER SUPPORT

3. Spousal or Partner Support and Life Insurance

There is an existing Limited Judgment for temporary spousal/partner support. Temporary support under the Limited Judgment ends as of the date of entry of the General Judgment, but any arrears accrued under the Limited Judgment remain enforceable under the Limited Judgment.

3A. Support

- No spousal/partner support or life insurance for the benefit of either party is ordered in this case **or**
 Spousal support must be paid by Petitioner to Respondent **or** Respondent to Petitioner.

Type of support and amount ordered (check all that apply):	Monthly Or Total	Based on the following factors (explain):
<input type="checkbox"/> transitional \$ _____ Ending on (date) _____	<input type="checkbox"/> per month or <input type="checkbox"/> total	
<input type="checkbox"/> compensatory \$ _____ Ending on (date) _____	<input type="checkbox"/> per month or <input type="checkbox"/> total	
<input type="checkbox"/> maintenance \$ _____ Ending on (date) _____	<input type="checkbox"/> per month or <input type="checkbox"/> total	

3B. Payments

Payments must be made:

on the first **or** _____ day of each month beginning the month following entry of this Judgment **or** the date of service of the Petition (date) _____ **or** other (date) _____

or

in a lump sum in the amount of \$ _____ by (date) _____

Payments will end upon the death of either party or: _____

_____, whichever is sooner.

All payments of spousal/partner support must be made:

To the Department of Justice, Child Support Accounting Unit, P.O. Box 14506, Salem, Oregon, 97309. Petitioner requests that collection, accounting, and disbursement services be provided through the Department of Justice.

or

Directly into Petitioner's Respondent's bank account. The paying spouse/partner should keep a receipt of deposit as proof of payment. The person receiving support must provide the person paying support with current deposit slips or bank name, account name, and account number.

3C. Withholding

If enforcement services are provided through the State of Oregon's Department of Justice, the support order is enforceable by income withholding under ORS 25.378.

3D. Life Insurance

The party paying support must carry life insurance for the benefit of the other party throughout the period of the support obligation if he or she is insurable. The coverage must be at least \$_____. The party paying support must provide to the party receiving support a true copy of the policy. The party paying support must also provide to the party receiving support written notice of any action that will reduce the benefits or change the designation of the beneficiaries under the policy.

or

Neither party is ordered to carry life insurance for the benefit of the other party.

PROPERTY AND DEBTS

4. Real Property

Neither party has any interest in any real property in Oregon or any other place.
 Both parties have **or** Petitioner Respondent has an interest in real property at:
(address) _____

This property is awarded as follows: _____

- Additional page attached titled “Section 4—Real Property”
- The legal description of the property is attached as Exhibit_____and incorporated into this Judgment.
- Petitioner Respondent is responsible for preparing, signing, and recording a deed transferring the real property as required by this Judgment.

5. Personal Property

The Petitioner and Respondent have divided between them all personal property they own separately or together, and each is awarded those items now in his or her possession *except that*:

5A. The Petitioner is awarded the following personal property: _____

Additional page attached titled “Section 5A—Petitioner’s Personal Property”

The Petitioner is awarded all retirement benefits, pension plans, profit-sharing plans, deferred compensation plans, and stock options held by Petitioner’s current and past employers, free of any interest of the Respondent.

5B. The Respondent is awarded the following personal property: _____

Additional page attached titled “Section 5B—Respondent’s Personal Property”

The Respondent is awarded all retirement benefits, pension plans, profit-sharing plans, deferred compensation plans, and stock options held by Respondent’s current and past employers, free of any interest of the Petitioner.

6. Distribution of Debts

- There are no joint debts.
- The debts will be paid as follows:

Name of creditor (Who money is owed to)	What the debt is for	Amount	Who pays (Petitioner or Respondent)

Additional page attached titled "Section 6—Distribution of Debts"

Unless otherwise specified above, each party is responsible for the payment of all debts incurred by him or her individually since the date of separation, all debts distributed to him or her by the court, and all debts which are secured by property distributed to that party. If any creditor asks the party not responsible for a debt to pay any portion of it, and he or she does so, the party responsible for that debt must reimburse the paying party for any amount paid to the creditor after the date this Judgment is entered.

Debts are divided between the parties as of (*date*): _____

Transfer of Property and Debts

Within thirty (30) days of the date of this Judgment, each party must execute, acknowledge, and deliver whatever documents are necessary to accomplish the distribution of debts and property ordered by the court. This Judgment operates to convey title to the party awarded the property if the other party fails to comply with this requirement.

7. Former Name

Petitioner’s Respondent’s former name of (***FULL NAME—first, middle, last***): _____ is restored.

8. Additional Provisions:

Additional page attached titled "Section 8—Additional Provisions"

9. Court Costs and Fees; Paid or Deferred

- Each party is responsible for paying his or her own court costs and service fees.
- Petitioner Respondent will reimburse the other party \$_____ for costs and fees.
- Judgment is awarded to the State of Oregon for deferred costs or fees of \$_____ payable by Petitioner Respondent.
- Other: _____

10. Information Required by ORS 25.020 and 107.085

As required by UTCR 2.130, a *Confidential Information Form (CIF)* has been completed for each party and filed with the court. The CIF contains all information required by ORS 25.020 and 107.085 that is identified as confidential by UTCR 2.130. Both parties must inform the Court and if services are provided, the Department of Justice (P.O. Box 14506, Salem, Oregon 97309) in writing of any change in the information within 10 days of such change. The Department of Justice or the District Attorney shall not disclose the information in the CIF to the other party.

Money Award Support Obligation included not included

	PETITIONER	RESPONDENT
Full Name (First, Middle, Last)		
Address or Contact Address		
The following information is required ONLY for the party ordered to pay money below.		
Year of Birth		
Social Security (last 4 digits)		
Driver License Number (last 4 digits) and State		
Lawyer Name, Address, Phone Number		

NOTE: a party RECEIVING a money award is the JUDGMENT CREDITOR; a party PAYING a money award is the JUDGMENT DEBTOR

- *If an adult child is awarded support to be paid directly to the child **AND** there is no support awarded for minor children of the parties, or if the judge tells you that the adult child is a Judgment Creditor, fill out this box:*

<input type="checkbox"/> The adult child named <i>(full name and contact address)</i> _____ _____ is a judgment creditor on this judgment. Adult child's lawyer's name, address, phone number: _____ _____
--

The following information must be provided by any party entitled to receive a money award as listed in this Judgment

	The following person or public body is known to be entitled to a portion of a payment made on the judgment (other than payee's lawyer):
Petitioner	<input type="checkbox"/> None <i>or</i> <input type="checkbox"/> Name: _____ _____
Respondent	<input type="checkbox"/> None <i>or</i> <input type="checkbox"/> Name: _____ _____
Adult Child Name: _____	<input type="checkbox"/> None <i>or</i> <input type="checkbox"/> Name: _____ _____

Type of Judgment		Amount of Judgment
Child Support	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	\$_____ per month of which <u>none (\$)</u> or <input type="checkbox"/> \$_____ is cash medical support starting on the <input type="checkbox"/> first or <input type="checkbox"/> _____ day of the month following entry of this judgment OR <input type="checkbox"/> the date of service of the Petition (<i>date</i>) _____ OR Other: (<i>date</i>) _____ and due on the same day of each month thereafter and ending when the last child turns 21 (if the child remains a Child Attending School). <input checked="" type="checkbox"/> Cash medical support will not accrue whenever private health care coverage is being provided by the judgment debtor/obligor. <input type="checkbox"/> Petitioner's <input type="checkbox"/> Respondent's prior obligation to <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent terminates (<i>date</i>) _____
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	
Child Support for Child Attending School	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	\$_____ per month of which <u>none (\$)</u> or <input type="checkbox"/> \$_____ is cash medical support starting on the <input type="checkbox"/> first or <input type="checkbox"/> _____ day of the month following entry of this judgment OR <input type="checkbox"/> the date of service of the Petition (<i>date</i>) _____ OR Other: (<i>date</i>) _____ and due on the same day of each month thereafter and ending when the last child turns 21 (if the child remains a Child Attending School). <input checked="" type="checkbox"/> Cash medical support will not accrue whenever private health care coverage is being provided by the judgment debtor/obligor. <input type="checkbox"/> Petitioner's <input type="checkbox"/> Respondent's prior obligation to <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent terminates (<i>date</i>) _____
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Child Attending School	
Child Support for Child Attending School	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	\$_____ per month of which <u>none (\$)</u> or <input type="checkbox"/> \$_____ is cash medical support starting on the <input type="checkbox"/> first or <input type="checkbox"/> _____ day of the month following entry of this judgment OR <input type="checkbox"/> the date of service of the Petition (<i>date</i>) _____ OR Other: (<i>date</i>) _____ and due on the same day of each month thereafter and ending when the last child turns 21 (if the child remains a Child Attending School). <input checked="" type="checkbox"/> Cash medical support will not accrue whenever private health care coverage is being provided by the judgment debtor/obligor. <input type="checkbox"/> Petitioner's <input type="checkbox"/> Respondent's prior obligation to <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent terminates (<i>date</i>) _____
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Child Attending School	

Type of Judgment		Amount of Judgment
Spousal/Partner Support	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	1. \$_____ per month starting on the <input type="checkbox"/> first or <input type="checkbox"/> ____ day of the month following entry of this judgment OR <input type="checkbox"/> the date of service of the Petition (<i>date</i>)_____ OR Other: (<i>date</i>)_____ and due on the same day of each month thereafter AND Ending the earlier of (<i>date</i>)_____ or the death of either party OR 2. A lump sum payment of \$_____ to be paid by (<i>date</i>)_____.
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	
Property Division (if applicable)	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	1. \$_____ per month, starting on the <input type="checkbox"/> first day or <input type="checkbox"/> Other_____ day of the month following the date of the judgment until the total amount of \$_____ is paid in full; OR 2. A lump sum payment of \$_____ to be paid by: (<i>date</i>)_____.
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	
Prejudgment Interest	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	\$_____
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	
Postjudgment Interest	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	Nine percent (9 %) per year simple interest on the unpaid balance of the total judgment amount(s) of \$_____. Interest accrues from the date the judgment is entered and continues until fully paid.
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	
Accrued Arrears (if any, on judgments to be paid on a periodic basis)	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	1. \$_____ per month, starting on the <input type="checkbox"/> first day or <input type="checkbox"/> Other:_____ of the month following the date of the judgment until the total amount of \$_____ is paid in full; or 2. A lump sum payment of \$_____ to be paid by: _____ (date).
	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	

Type of Judgment		Amount of Judgment
<input type="checkbox"/> Court Costs and Service Fees	WHO PAYS <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	Checked party reimburses the other party's costs and fees of: \$_____ Directly to the awarded party
<input type="checkbox"/> Deferred Court Costs and Service Fees	WHO RECEIVES <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> State of Oregon	Checked party must pay deferred costs and fees of: \$_____ To the State of Oregon through this court

Judge Signature:

Certificate of Readiness under UTCR 5.100

This proposed judgment is ready for judicial signature because ***(check all that apply)***:

1. Each opposing party affected by this judgment has stipulated to the judgment, as shown by each opposing party's signature on the document being submitted.
2. Each opposing party affected by this judgment has approved the judgment, as shown by signature on the document being submitted or by written confirmation of approval sent to me.
3. I have served a copy of this judgment on all parties entitled to service and:
 - a. No objection has been served on me.
 - b. I received objections that I could not resolve with the opposing party despite reasonable efforts to do so. I have filed a copy of the objections I received and indicated which objections remain unresolved.
 - c. After conferring about objections, the opposing party agreed to independently file any remaining objection.
4. The relief sought is against an opposing party who has been found in default.
5. An order of default is being requested with this proposed judgment.

Certificate of Service under UTCR 5.100

I certify that on *(date)*: _____ I placed a true and complete copy of this proposed General Judgment and a Notice of Proposed Judgment or Order *(if the other party is not represented by an attorney)*, in the United States mail to *(name)* _____ at *(address)*: _____

Submitted by: Petitioner Respondent

Date: _____

Signature

Print Name

Email Address

Contact Address

City, State, Zip

Contact Telephone

Petitioner stipulates (agrees) to the terms of this Judgment.

Approved as to form (based on a judge's ruling from a trial)

Petitioner's Signature

Date

Petitioner's Name (printed)

Respondent stipulates (agrees) to the terms of this Judgment.

Approved as to form (based on a judge's ruling from a trial)

Respondent's Signature

Date

Respondent's Name (printed)

Child 18, 19 or 20 years of age stipulates (agrees) to the terms of this Judgment.

Approved as to form (based on a judge's ruling from a trial)

Adult Child's Signature

Date

Adult Child's Name (printed)

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON

Case No: _____

Petitioner

and

Respondent

**EX PARTE MOTION FOR
ORDER OF DEFAULT and
DECLARATION IN SUPPORT**

Motion

Based on the Declaration below, Petitioner requests that this court grant an Order entering the default of Respondent and directing entry of judgment.

Statement of Points and Authorities

ORCP 69 requires the court or clerk to enter an order of default on a showing by affidavit or declaration that a party against whom a judgment is sought has been served with Summons or is otherwise subject to the jurisdiction of the Court and has failed to plead or otherwise defend within the time set by law.

Declaration

Respondent was served with the Summons, Petition and other documents required by law in _____ County, State of _____, on (date) _____ and has not filed an appearance within the time required by law.

Respondent has not provided me with written notice of intent to appear.

or

Respondent provided me with written notice of intent to appear, **and** I filed and served written notice of intent to apply for default at least 10 days before filing this motion.

Respondent is not now, and was not at the time of the service of the Petition and Summons, incapacitated, a minor, a financially incapable person, a protected person, or a Respondent in a fiduciary protective proceeding, as defined by ORS 125.005,

and (check one of the following):

The Respondent **is not** now, and was not at the time of service of the Petition and Summons, in active military service of the United States. *Provide facts supporting this statement:* _____

The Respondent **is** now, or was at the time of service of the Petition and Summons, in active military service of the United States. Respondent has waived his or her rights under the Servicemembers' Civil Relief Act, as shown by the attached waiver, labeled Exhibit _____ .

I am unable to determine whether or not Respondent is now, or was at the time of the service of the Petition and Summons, in active military service of the United States.

Provide any facts you do know: _____

I request the relief specified in the attached Judgment.

Costs and fees are allowable under ORS 107.105(1)(j) or 107.490(4).

I hereby declare that the above statements are true to the best of my knowledge and belief, and that I understand they are made for use as evidence in court and I am subject to penalty for perjury.

DATED: _____

Petitioner Signature	Print Name	Email Address
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Contact Address	City, State, Zip	Contact Telephone
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IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON

Case No: _____

Petitioner
and

Respondent

**ORDER ON MOTION
FOR DEFAULT**

Based on the motion and declaration of the Petitioner in this case:

- The court **DENIES** the Ex Parte Motion for Order of Default because:
 - the respondent was not properly served with the Petition and Summons or other necessary documents, or no proof of service has been filed with the court.
 - the respondent has filed an appearance.
 - the respondent is now or was, at the time of service of the Petition and Summons, in active military service of the United States and has not waived protection under Servicemembers Civil Relief Act.
 - the respondent is now, or was, at the time of service of the Petition and Summons, incapacitated, a minor, a financially incapable person, a protected person, or a Respondent in a fiduciary protective proceeding, as defined by ORS 125.005.
 - Other: _____

- The court **GRANTS** the Ex Parte Motion for Order of Default and directs entry of judgment because the court finds that:
 - 1) The respondent was properly served with the Petition and other necessary documents and has not filed an appearance,
 - 2) The respondent is not now and was not, at the time of service of the Petition and Summons, incapacitated, a minor, a financially incapable person, a protected person, or a Respondent in a fiduciary protective proceeding, as defined by ORS 125.005, **and**
 - 3) The respondent:
 - is not now and was not, at the time of service of the Petition and Summons, in active military service of the United States, *or*
 - is in active military service of the United States and has waived protection against default judgments under the Servicemembers Civil Relief Act.

Judge Signature:

Certificate of Readiness under UTCR 5.100

This proposed order is ready for judicial signature under UTCR 5.100 because service is not required under UTCR 5.100 since this order is submitted ex parte as allowed by statute or rule.

Petitioner Signature	Print Name	Email Address
Contact Address	City, State, Zip	Contact Telephone

NOTICE TO SELF-REPRESENTED LITIGANT
OF PROPOSED JUDGMENT OR ORDER

*** This notice is to be mailed to all other parties before submitting a proposed judgment or order to the court for signature. Mail the judgment or order to the other party with this notice at least seven days before submitting it to the court. This does not apply to judgments submitted with a motion for order of default or after an order of default has been granted. ***

*Note: If the other party is represented, the attorney must be served with the proposed judgment or order at least three days prior to submitting it to the court.
This notice is not for service on an attorney.*

This notice is to inform you that you can object to the attached proposed judgment or order.

Uniform Trial Court Rule (UTCRC) 5.100 allows you to object to the proposed judgment or order. If you have no objections, you may sign the end of the judgment or order and return it to me.

If you do object to any of the terms of the judgment or order, you may:

1) Contact me within seven days of the date of this notice. If you contact me and we are not able to resolve your objections after reasonable efforts, I will include your objections with the proposed judgment or order when I submit it to the court.

or

2) Submit your objections directly to the court. If you intend to submit your objections directly to the court, notify me within seven days of the date of this notice so that I can inform the court of your intentions when I submit the proposed judgment or order. If you do object to the proposed order or judgment, you must contact me within seven days of the date of this notice.

DATED: _____

Petitioner Respondent, Signature

Print Name

Contact Address

City, State, Zip

Contact Telephone