

Pro Se Supplemental Packet without Children

This Guide is designed to simplify the filing process for a self represented litigant without children for the completion of the required forms for filing a Petition for Divorce. In addition to this guide, a Floyd County Family Law Navigator is able to offer free assistance to *pro se* litigants. The Family Law Navigator can help ensure you accurately complete this paperwork and will discuss the opportunity for free and faster options for resolving your case. Call or email Mrs. Etheridge to set up an appointment.

Courtney Etheridge

Floyd County Family Law Navigator

311 Hauss Square, Room 110

New Albany, Indiana 47150

Phone: 812-948-4729

cetheridge@floydcounty.in.gov

Secondary Filing Checklist for Parties NOT in Agreement (See Step 2a):

- ✓ Decree of Dissolution of Marriage (Joint or Proposed by each Party)
- ✓ Verified Financial Disclosure Statement
- ✓ Motion for Final Hearing
- ✓ Notice of Final Hearing

Secondary Filing Checklist for Parties in Agreement (See Step 2b):

- ✓ Decree of Dissolution of Marriage and Settlement Agreement
- ✓ Verified Financial Disclosure Statement
- ✓ Verified Waiver of Final Hearing

All Secondary Filing documents submitted after the Initial Filing should be submitted directly to the Floyd County Superior Court 3 Staff of the Honorable Judge Maria D. Granger located at 311 Hauss Square Room 110, New Albany, IN 47150.

Disclaimer: The services of the Floyd County Family Law Navigator are not, and shall not be construed as constituting legal advice or the provision of legal services. The Floyd County Family Law Navigator provides Pro Se Litigants assistance in the filing process for family-related legal matters. For questions regarding your legal rights or obligations, you should consult with an attorney. The Family Law Navigator is not an advocate for the outcome of your divorce and cannot speak to the judge on your behalf about your case. Such inquiries must be handled by a legal professional.

Step 2: Secondary Filing Forms -These forms are required to complete the Divorce Petition

Step 2a: When Parties are NOT in Agreement regarding the conditions of divorce they need to complete

1. Decree of Dissolution of Marriage (Joint or Proposed by each Party)
2. Verified Financial Disclosure Statement
3. Motion for Final Hearing
 - a. May be submitted to the Court with Initial filing. Must be filed within 60 days after Initial Filing.
4. Notice of Final Hearing
 - a. *Complete only the IN RE THE MARRIAGE OF...* on the top of Page 1.

Step 2b: When Parties are in Agreement regarding the conditions of divorce they need to complete

1. Settlement Agreement and Decree of Dissolution of Marriage
 - a. Must be signed and notarized by both Parties prior to filing.
2. Verified Financial Disclosure Statement
3. Verified Waiver of Final Hearing
 - a. Must be signed by both Parties prior to filing.

Additional Resources:

Form instructions and examples

Form instructions and examples are offered through the Indiana Legal Help, an online hub for resources and information for self-represented litigants. Note that the forms do not look exactly like the ones in this packet, but do provide helpful examples. Visit Indiana Legal Help -Family and Safety Page for more information: <https://www.indianalegalhelp.org/legal-topics/133>



Notary Services Available

You are welcome to use any notary service available to you. If you would like to use a notary within the court, please call Samantha Griffin at 812-948-5257, and select option 2 "criminal cases" when prompted to schedule an appointment. Leave a voicemail if Ms. Griffin is unable to answer your call.

The Center for Women and Families

If you feel unsafe in your relationship with the other party, please contact The Center for Women and Families for services and support. The center welcomes persons of all genders and gender identities. Learn more at: <https://www.thecenteronline.org/indiana/>

Petitioner, V.

Respondent.

DECREE OF DISSOLUTION OF MARRIAGE

The Court having held a final hearing now finds the following:

1. The Court has jurisdiction over the subject matter and the parties.
2. The parties were married on _____, and separated on or about _____.
3. _____ has been a continuous resident of Floyd County for the last three (3) months, and the State of Indiana for the last six (6) months prior to the filing of the Verified Petition for Dissolution of Marriage.
4. There are no children of the marriage and none are expected.
5. Neither party is a member of the military.
6. The marital debts shall be divided as follows:

- The parties already have divided their debts.
- Petitioner will be solely responsible for and shall hold Respondent harmless from the following debts:

<u><i>Name of Creditor</i></u>	<u><i>Amount of Debt</i></u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

- Respondent will be solely responsible for, and shall hold Petitioner harmless from the following debts:

<u><i>Name of Creditor</i></u>	<u><i>Amount of Debt</i></u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

7. The parties have agreed on the following vehicle division:

- There are no vehicles to divide.

- Petitioner will have sole possession of the following vehicle, and Respondent shall execute all documents necessary to transfer title of said vehicle within thirty (30) days of the date of this Order:

Vehicle #1, Make, Model and Year

Vehicle #2, Make, Model and Year

- Respondent will have sole possession of the following vehicle, and Petitioner shall execute all documents necessary to transfer title of said vehicle within thirty (30) days of the date of this Order:

Vehicle #1, Make, Model and Year

Vehicle #2, Make, Model and Year

8. The marital property shall be divided as follows:

- The parties already have divided all items of property.
- Petitioner will have sole possession of the following items of property:

- Respondent will have sole possession of the following items of property:

9. Change of names:

- Wife would like her maiden name or previous married name of _____ restored to her.
- Wife does not want to change her name.

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

IT IS THEREFORE ORDERED by the Court that the parties' marriage is hereby dissolved, and their property and debts shall be divided as stated above.

Date: _____

Maria D. Granger, Judge
FLOYD SUPERIOR COURT 3

Distribution:

STATE OF INDIANA
COUNTY OF FLOYD
IN RE THE MARRIAGE OF:

IN THE FLOYD SUPERIOR COURT NO. 3
CAUSE NO. 22D03-

Petitioner, V.

Respondent.

MOTION FOR FINAL HEARING

The Petitioner now states that sixty (60) days have passed since the filing of the Verified Petition for Dissolution of Marriage and requests that this matter be set for Final Hearing on the next available hearing date, allowing fifteen (15) minutes for the hearing. [If you need more than 15 minutes, please advise Court when you file this Motion.]

This ___ day of _____, _____.

Petitioner's Signature

CERTIFICATE OF SERVICE

I certify that I have served a copy of the foregoing on the Respondent by first class mail this ___ day of _____, _____.

Petitioner's Signature

STATE OF INDIANA
COUNTY OF FLOYD
IN RE THE MARRIAGE OF:

IN THE FLOYD SUPERIOR COURT NO. 3
CAUSE NO. 22D03-

Petitioner, V.

Respondent.

NOTICE OF FINAL HEARING

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

IT IS THEREFORE ORDERED that the final hearing for this matter shall be held on the ____ day of __ at the hour of __ o'clock _ .M.

So ordered this _____ day of _____, _____.

Maria D. Granger, Judge
Floyd Superior Court 3

Petitioner, V.

Respondent.

SETTLEMENT AGREEMENT AND DECREE OF DISSOLUTION OF MARRIAGE

The parties having submitted their Settlement Agreement and the Court having seen and considered the Verified Petition for Dissolution of Marriage and Verified Waiver of Final Hearing submitted by the parties, now approves the following agreement:

1. The parties were married on _____, and separated on _____.
2. _____ has been a continuous resident of Floyd County for the last three months, and the State of Indiana for the last six (6) months prior to the filing of the Verified Petition for Dissolution of Marriage.
3. Wife is not pregnant and there are no children of the marriage.
4. Neither party is a member of the military.
5. The parties have agreed on the following debt division:

- The parties already have divided their debts.
- Petitioner will be solely responsible for and shall hold Respondent harmless from the following debts:

<u>Name of Creditor</u>	<u>Amount of Debt</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

- Respondent will be solely responsible for, and shall hold Petitioner harmless from the following debts:

<u>Name of Creditor</u>	<u>Amount of Debt</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

6. The parties have agreed on the following vehicle division:
- There are no vehicles to divide.
 - Petitioner will have sole possession of the following vehicle, and Respondent shall execute all documents necessary to transfer title of said vehicle within thirty (30) days of the date of this Order:

Vehicle #1, Make, Model and Year

Vehicle #2, Make, Model and Year

7. The parties have agreed on the following property division:
- The parties already have divided all items of property.
 - Petitioner will have sole possession of the following items of property:

 - Respondent will have sole possession of the following items of property:

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

9. Change of names:

- Wife would like her maiden name or previous married name of

Restored to her.

- Wife does not want to change her name.

The parties have disclosed all relevant documents and exchanged all information on value of property, pensions, real estate and other assets and debts. The parties agree that this division of property **is / is not** an approximate equal division of the assets and debts. The parties agree that if this division is not a nearly equal division, that the deviation from the presumptive equal division should be accepted by the Court because it is the parties' agreement and neither party has been forced or threatened to accept this agreement.

I affirm under the penalties of perjury that the foregoing representations are true.

Your signature

STATE OF INDIANA)

) SS:
COUNTY OF _____)

Before me, _____, a notary public in and for _____,
County, State of Indiana, personally appeared _____, and he/she being first
duly sworn upon his/her oath, says that the facts alleged in the foregoing instrument are true.

My Commission Expires

Notary Public signature

Notary Public printed name

Spouse's signature

STATE OF INDIANA)

) SS:
COUNTY OF _____)

Before me, _____, a notary public in and for _____,
County, State of Indiana, personally appeared _____, and he/she being first
duly sworn upon his/her oath, says that the facts alleged in the foregoing instrument are true.

My Commission Expires

Notary Public signature

Notary Public printed name

IT IS THEREFORE ORDERED by the Court that the parties' marriage is hereby dissolved, and the terms of their agreement as set out above shall be incorporated into this Order.

Date: _____

Maria D. Granger, Judge
FLOYD SUPERIOR COURT 3

Distribution:

STATE OF INDIANA
COUNTY OF FLOYD
IN RE THE MARRIAGE OF:

IN THE FLOYD SUPERIOR COURT NO. 3
CAUSE NO. 22D03-

Petitioner, V.

Respondent.

VERIFIED WAIVER OF FINAL HEARING

Come now Petitioner and Respondent pursuant to Indiana Code 31-1-11.5.8 1 and submit their Verified Waiver of Final Hearing. In support of this Waiver, the parties state that:

1. More than sixty (60) days have elapsed since the filing of Petitioner's Verified Petition for Dissolution of Marriage;
2. Both parties request the Court to approve their Settlement Agreement and Decree of Dissolution of Marriage;
3. Both parties voluntarily waive the opportunity to hold a final hearing on contested issues.

I affirm under the penalties of perjury that the foregoing representations are true.

Petitioner's signature

Respondent's signature

Date: _____

Date: _____

FINANCIAL DISCLOSURE FORM NOTICE

WRITE IN THE NAMES ON THE PETITIONER AND RESPONDENT AND LEAVE THE REMAINDER BLANK.

INCLUDE IT WITH THE PAPERS WHEN YOU FILE.

WITHIN 45 DAYS OF FILING YOU SHOULD COMPLETE THE FORM, FILE THE ORIGINAL WITH THE COURT AND SERVE A COPY TO THE RESPONDENT

THE RESPONDENT WILL COMPLETE HIS/HER FORM THAT IS RECEIVED THROUGH SERVICE IN YOUR INITIAL FILING. RESPONDENT WILL ALSO COMPLETE THE FORM, FILE THE ORIGINAL WITH THE COURT AND SERVE YOU WITH A COPY.

FAILURE TO COMPLY WILL RESULT IN YOUR ADMITTING ALL INFORMATION CONTAINED IN THE OPPOSING PARTY'S VERIFIED FINANCIAL DISCLOSURE STATEMENT.

FINANCIAL DISCLOSURE STATEMENT COMMENTARY

The form included herein is intended to expedite and facilitate the preparation for trial and disposition of contested marriage dissolution cases.

It is for use in all dissolution cases in which distribution of property is an issue. It is intended also to facilitate a full disclosure of all assets of the parties and should be supplemented where necessary to accomplish that purpose. If needed, use additional sheets and attach with appropriate references.

The parties shall stipulate in writing those assets and liabilities and other matters as to which there is a disagreement.

When supplying the information called for, give the actual or, where the nature of the assets requires, the appraised or estimated value (indicating which) of each asset at the date of the final separation of the parties.

If any asset is located outside the jurisdiction of this Court, state where it is located and, if necessary, give details on a separate sheet. Indicate how much of the value of each asset held in joint ownership was contributed by the husband (h) and how much by the wife (w).

The parties shall state under oath that they have made full disclosure of assets and liabilities.

The Court recognizes that this form calls for information that may not be appropriate in every case. In those cases in which it is not totally inappropriate, merely supply information appropriate to the case at hand and indicate those inquiries that are not applicable.

STATE OF INDIANA
COUNTY OF FLOYD
IN RE THE MARRIAGE OF:

IN THE FLOYD SUPERIOR COURT NO. 3
CAUSE NO. 22D03-

Petitioner, V.

Respondent.

VERIFIED FINANCIAL DISCLOSURE STATEMENT

In accordance with Local Rules and Indiana Trial Rules 33 and 34, the undersigned, Petitioner/Respondent, herewith submits the following VERIFIED FINANCIAL DISCLOSURE STATEMENT:

I. PRELIMINARY INFORMATION

Full Name _____

Address _____

Date of Birth _____

Social Security Number _____

Date of Marriage _____

Spouse's Name _____

Spouse's Social Security Number _____

Spouse's Date of Birth _____

Children:

Name _____ Age _____ DOB _____

Name _____ Age _____ DOB _____

Name _____ Age _____ DOB _____

Name _____ Age _____ DOB _____

Name of Health Care Provider(s): _____

Weekly Cost: _____

Name of Health Insurance Company: _____

Weekly Cost: Single Plan _____; Family Plan _____

Extraordinary Medical Expenses: _____

Extraordinary Educational Expenses: _____

II. INCOME INFORMATION

A. EMPLOYMENT

Current Employer _____

Address _____

Telephone Number _____ Length of Employment _____

Job Description _____

Gross Income _____

Per Week Bi-Weekly Per Month Yearly

Net Income _____

Per Week Bi-Weekly Per Month Yearly

B. EMPLOYMENT HISTORY FOR LAST FIVE (5) YEARS

Employer	Dates of Employment	Compensation (per Wk/Mo/Yr)
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. OTHER INCOME

List other sources of income; including but not limited to Dividends, Earned Interest, Rents, Public Assistance (AFDC), Social Security, Worker’s Compensation, Child Support from prior marriage, Military or other Retirement, Unemployment Compensation, etc.

Source	Amounts Received	Reason for Entitlement
_____	_____	_____
_____	_____	_____

Fringe Benefits; including but not limited to Company Automobile, Health Insurance, Club Memberships, Cafeteria Plan, etc.

Type of Benefit	Annual Value
_____	_____

D. PERSONAL PROPERTY

Automobiles, Boats, Furnishings, Household Goods, Jewelry, Motorcycles, Tractors, Trucks, etc.
(Attach additional pages if necessary)

Description	Date Acquired	Purchase Price	Indebtedness Payment	Current Value

III. BANK ACCOUNTS TO WHICH THE PETITIONER/RESPONDENT HAS HAD A DIRECT OR INDIRECT INTEREST WITHIN THE LAST THREE (3) YEARS

This includes any bank account to which the Petitioner or Respondent has deposited money

Name/Description	Account Number	Date Opened	Balance Date Separated	Current Balance

IV. STOCKS, BONDS AND CD'S

Name/Description	Account Number	Date Opened	Balance Date Separated	Current Balance

V. INSURANCE POLICIES

Company	Owner	Policy Number	Beneficiary	Cash Value/Face Value

VI. RETIREMENT BENEFITS, IRA, KEOGH, PENSION ETC.

Company	Type of Plan	Account Number	Value

VII. INTEREST IN BUSINESS

Name of Business	Type (Corp., Part., Sole Owner)	% Owned	Estimated Value

VIII. DEBTS

Including but not limited to Mortgages, Charge Cards, Loans, Credit Union, etc.; attach separate list if necessary

Creditor	Account Number	Monthly Payment	Current Balance	Balance Date of Filing

Total Monthly Payments \$ _____

Total Debts Owed \$ _____

IX. MONTHLY EXPENSES

Housing (Rent or Mortgage)	\$
2 nd Mortgage	
Gas/Electric/Water/Sewer/Telephone Garbage	
Food	
Medical (Self)	
Medical (Children)	
Dental (Self)	
Dental (Children)	
Insurance	
Cleaning/Laundry	
Newspaper	
Cablevision	
Hair Care	
Toiletries	
School Lunch	
School Tuition	
School Supplies	
Automobile Gas/Oil	
Automobile Repairs	
Car Payment	
Home Insurance	
Property Tax	

CHARGE ACCOUNTS	NAME	BALANCE	MONTHLY BALANCE

TOTAL MONTHLY EXPENSES \$ _____

X. ASSETS ACQUIRED PRIOR TO OR DURING THE MARRIAGE OR THROUGH INHERITANCE OR GIFT

Whether now owned or not, show significant assets only.

A. ASSETS OWNED BY YOU PRIOR TO THE MARRIAGE

Value as of the date of marriage

Asset	Gross Value	Less: Lien/Mortgage	Net Value	Valuation Date

B. ASSETS ACQUIRED BY YOU DURING THE MARRIAGE

Value as of the date of acquisition

Asset	Gross Value	Less: Lien/Mortgage	Net Value	Valuation Date

XI. SUMMARY OF ASSETS AND LIABILITIES AS OF DATE OF FINAL SEPARATION

Asset	Husband's Name	Wife's Name	Jointly Held	Total
Family Dwelling				
Other Real Property				
Bank/Savings Accts				
Notes.Accts Receivable/Furniture/Vehicles				
Life-Insurance/Retirement				
Other Assets				

Total Assets: \$ _____

Liabilities	Gross Value	Less: Lien/Mortgage	Net Value	Valuation Date
General Creditors				
Mortgage/Real Estate				
Other Loans				
Other				

Total Liabilities: \$ _____

Assets Minus Liabilities: \$ _____

X. REQUIRED INCOME VERIFICATION

You are required by the Trial Court to attach the following:

1. Your three most recent paycheck stubs
2. A full and complete copy including schedules of your last Federal Income Tax Return
3. The first page of your last State Income Tax Return

XI. PROPERTY

A. Marital Residence

Location	
Date Acquired	
Purchase Price	
Down Payment	
Source of Down Payment	
Current Indebtedness	
Current Fair Market Value	

B. Other Real Property

Location	
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Date Acquired	
Purchase Price	
Down Payment	
Source of Down Payment	
Current Indebtedness	
Current Fair Market Value	

XII. PERSONAL STATEMENT REGARDING DIVISION OF PROPERTY

Indiana law presumes that the marital property be split on a 50/50 basis. However, the Judge may order a division which may differ from an exact 50/50 division on your property. Please provide a brief statement as to your reasons, if there be any, why the Court should divide your property on anything other than a 50/50 basis.

XIII. VERIFICATION & DUTY TO SUPPLEMENT OR AMEND

I affirm, under penalties for perjury, that the foregoing representations are true to the best of my knowledge and belief. Further, I understand that I am under a duty to supplement or amend this VERIFIED FINANCIAL DISCLOSURE STATEMENT prior to trial if I learn that the information which has been provided is either incorrect or that the information provided is no longer true.

SO DECLARED THIS _____ DAY OF _____, 202____.

Signature

CERTIFICATE OF SERVICE

I hereby certify that a true and accurate copy of the foregoing Verified Financial Disclosure Statement was this _____ day of _____, 202____, was delivered to the opposing party or their attorney of record either in person or by U.S. Mail – postage prepaid.

Signature