

APPLICATION FOR PRO BONO REFERRAL FROM COLORADO LEGAL SERVICES
1000 West 6th Street, Suite I, Pueblo CO 81003 719-545-6708 ext. 333 Fax: 719-545-0961

Kemps #: _____

Date of Application: _____

Problem Code: _____

1. Applicant's Legal Name _____
 First Name Middle Name Last Name

2. Applicant's Mailing Address: _____
 Safe to contact you here? Yes No City, State, ZIP County of Residence

3. Phone (H) (_____) (W) (_____) Cell/Other (_____)
 Safe to call? Yes No Safe to call? Yes No Safe to call? Yes No

4. Your email address: _____ Safe to email you? Yes No

5. Last 4 digits ONLY of Social Security Number: ### - ## - _____

6. Marital Status Single Married Separated (But Married) Divorced Widowed

7. Date of Birth _____ Age _____ 8. Sex: M F 9. Primary Language _____

10. Race: White Black Hispanic Native American Asian Other Undeclared

11. Your Husband or Wife: _____
 First Name Middle Name Last Name Date of Birth

12. Are you a Citizen? Yes No (If "yes", please sign Declaration in #13, below)

Are you a permanent resident? Yes No # _____
 Other legal status? Yes No

For office use only: date received

13. If you are a Citizen, please sign the following declaration:

I declare that I am a citizen of the United States of America.

Date: _____ Signature _____

14. Do you have a disability? None Physical Mental
 Please describe your disability: _____

15. Are you a victim of domestic violence? Have you been threatened or hurt by a spouse or partner, or by someone else close to you (family or close friend)? Yes No

16. Have you or any member of your household served in the military, including the Reserves or National Guard? Yes No

17. Your Living Arrangements: Own Rent Other _____

18. No. of Adults in your Home _____ No. of Children in Home _____ Household Total _____

19. Household Monthly Gross Income Before Taxes & Expenses are Deducted	Your monthly Gross income	Your Spouse's Gross income	Other Residents' Gross income
Employment	\$ _____	\$ _____	\$ _____
Welfare Benefits: <input type="checkbox"/> TANF <input type="checkbox"/> OAP <input type="checkbox"/> AND	_____	_____	_____
<input type="checkbox"/> Soc. Sec. Disab. or <input type="checkbox"/> Retirement	_____	_____	_____
SSI	_____	_____	_____
<input type="checkbox"/> Unemployment; <input type="checkbox"/> Worker's Comp	_____	_____	_____
Income from <input type="checkbox"/> Dividends, <input type="checkbox"/> Interest,	_____	_____	_____
<input type="checkbox"/> Other Investments, <input type="checkbox"/> Rents,	_____	_____	_____
<input type="checkbox"/> Royalties, <input type="checkbox"/> Estates, <input type="checkbox"/> Trusts)	_____	_____	_____
Other: <input type="checkbox"/> Child Support, <input type="checkbox"/> Alimony, <input type="checkbox"/> Pension,	_____	_____	_____
<input type="checkbox"/> Military Allotments, <input type="checkbox"/> any support money received regularly, <input type="checkbox"/> regular insurance or annuity payments, <input type="checkbox"/> VA Benefits	_____	_____	_____
TOTAL INCOME	\$ _____	\$ _____	\$ _____

For office use: Household income is _____ % of poverty level.

Applicant's Name: _____

20. Household Assets (Total amounts for applicant, spouse and all other residents)

Please write the amount in each space or write "none"

Real Estate equity (not including residence)	\$ _____	Cash on hand	\$ _____
Equity in vehicles not used for transportation	_____	Checking Account	_____
Household goods (value in excess of \$3000)	_____	Savings Account	_____
Wearing apparel (value in excess of \$1500)	_____	CD's, Money Mkt, etc.	_____

For office use: Household assets are listed and are within financial eligibility guidelines.

21. Is your income likely to change significantly in the near future? Yes No
(If yes, explain how income is likely to change: _____)

22. If you listed no income above, how are you supporting yourself? _____

23. Please tell us what you pay each month for: rent/mortgage: _____ medical care/insurance: _____
child care: _____ other (what is it?): _____

24. If your mailing address is different from your street address, please tell us your street address:
Street _____ City, State _____ County _____

25. How did you hear about our program? _____

26. If you own a home, please tell us how much equity you have in your home: \$ _____

27. _____
Person filling out application (if not Applicant) Phone Relationship to Client

YOUR LEGAL PROBLEM:

28. Brief Description of Your Legal Problem: _____

29. Name(s) of Adverse/Opposing Party _____

30. Deadlines (Court dates, Answer dates, etc.)? _____

31. What County is your legal problem in? _____

32. Please tell us what you would like to do about your legal problem: _____

Signature

Date

FOR LEGAL SERVICES USE: Is this client eligible for services? yes no

Colorado Legal Services

DECLARATION OF CITIZENSHIP FORM

Case No. _____

Date of Intake: _____

Client name: _____
(print)

I am a citizen of the United States of America.

Date: _____

Signature: _____

Colorado Legal Services
Pueblo County Pro Bono Project
Gail Rodosevich
719-545-6708, ext 333

CLIENT RIGHTS AND DUTIES

Revised 0909

THIS AGREEMENT is between you and Colorado Legal Services, and Pueblo County and Southeast Colorado Legal Services Project (a local office of Colorado Legal Services). You are applying for help with a civil legal problem.

This agreement is for the legal problem that you told us about in your application. If you have another legal problem and want help with it, you must fill out a new application with us.

We help people whose income and assets are within the limits set for our program by federal rules. If your income and assets are within our limits, we are allowed to help you. If your income or assets increase while we are helping you, you must tell us. We may have to stop helping you if your income or assets become too high.

We do not have enough staff lawyers and paralegals, or volunteer lawyers and paralegals, to help everyone who applies. We will look at your case to see if we can give you advice or if we can find a lawyer to represent you.

If we help you, you will not have to pay any fees to us or to a volunteer lawyer or paralegal. But you may have to pay any costs of your case such as court filing fees or other costs. We will check to see if court costs can be waived for you.

Once we have your application, while we are deciding if we can help you, you are responsible for your case, and must take care of any deadlines or notices. You must tell us about any deadlines that you know about in your case.

We can't make any promises to you about how your case will be handled, or how it will end. You may win or lose, or you may settle with the other side. You have the right to decide if you want to settle your case or not. We have the right to tell you what we can do for you, and we can refuse to do what you want us to do—if we don't think it's the best thing for you, or if we don't think it's ethical, or if we don't have any staff or volunteers to help with your case. We can also stop helping you if you don't cooperate with us or with your volunteer lawyer or paralegal.

YOUR RIGHTS:

1. To receive respect, courtesy and professionalism from us and from anyone who helps you.
2. That we will keep everything about your case confidential (private), although we can talk to volunteer lawyers or paralegals about your case to see if they will help you.
3. That we will handle your case in an ethical manner and not break any rules or laws.
4. That we will answer your questions and concerns as quickly as possible.
5. That we will keep you informed of the status of your case.
6. To make your own decision about how your case is handled, if a lawyer or paralegal is helping you.
7. To be told about what might happen if you lose your case, including if you might owe attorney fees to the other side.
8. To receive help without regard to race, creed, color, religion, gender, sexual orientation, age, national origin or disability.
9. To ask us to explain anything in this form or any other paper we give you.
10. To tell us to stop helping you, if you change your mind or don't like what we are doing for you. If your case has been filed in court, the judge must allow your staff lawyer or volunteer lawyer to stop helping you.
11. To complain if you don't like how we handle your case, or how you are treated by us.

YOUR DUTIES:

1. To give us respect and courtesy. This includes both staff and volunteers who work with you.
2. To give us all the information we need to decide if we can help you, and all the information needed to help you if we accept your case.
3. To tell us the truth about your case, without exception.
4. To work with us on your case, and keep in touch. If your address or phone number changes, you must tell us. If you are referred to a volunteer lawyer, you must work with and respect your lawyer just as we ask you to work with and respect our staff. This includes anyone in your volunteer lawyer's office or anyone you are asked to work with while you are being helped with your case.
5. To read this form, and any other form we ask you to sign, and to ask questions if you don't understand it.

I HAVE READ AND UNDERSTOOD THE *CLIENT RIGHTS AND DUTIES*.

You sign here

Date

We will sign here

Date

Colorado Legal Services
AUTHORIZATION FOR RELEASE OF INFORMATION
Clients Referred to Volunteer Lawyers

Client: _____
Case: FAMILY LAW COURT PROGRAM

Colorado Legal Services (CLS) often asks volunteer lawyers to help our clients. If we refer your case to a volunteer lawyer, you will still be a client of CLS, and you will also be a client of the volunteer lawyer. This Authorization allows CLS and your volunteer lawyer to talk to each other about your case, and to share information and documents about your case with each other.

This includes:

- Talking about your case (including the facts and legal issues involved);
- Talking about your eligibility for help by CLS and your volunteer lawyer;
- Talking about any difficulties the volunteer lawyer has while working with you;
- Sharing information about the outcome of your case;
- Sharing copies of court papers or other papers such as letters, agreements, or contracts;
- Giving your volunteer lawyer help with your case, which could include providing sample documents or help from another lawyer, whom your volunteer lawyer may need to talk to about your case.

Why do we need to do this?

- The volunteer lawyer is working with you because CLS asked the lawyer to volunteer to help you.
- CLS supports the volunteer lawyers and wants to help them do their best work on cases.
- CLS also needs to know that its rules are being followed, including making sure that you are eligible for help.

Who decides what happens in your case?

- You, the Client, decide what action should be taken in your case (after talking to your volunteer lawyer).
- Your volunteer lawyer decides if the action you choose to take is (1) legal and ethical; and (2) helpful to you; and (3) related to the case that CLS referred to your volunteer lawyer. (Volunteer lawyers should not help you with legal matters that are not part of the case that CLS asked them to help you with.)
- CLS decides which cases to refer to volunteer lawyers. CLS may also decide to pay a small fee to the volunteer lawyer (at a greatly reduced rate) for the help the volunteer lawyer gives to you. If CLS pays the volunteer lawyer, CLS and the volunteer lawyer will have an agreement about the legal work CLS will pay for, but CLS will not decide what action to take – you, the Client, will decide that.

Who pays?

- You, the Client, will be expected to pay for the costs of the case, including court filing fees, serving papers on the other side of the case, office costs like copies and postage, etc.
- Volunteer lawyers do not pay any costs. They are giving their time and skills to help you.
- You, the Client, do not pay the fees to the volunteer lawyer; you only pay the costs. CLS pays the volunteer lawyer, if your case is sent to a volunteer lawyer on a reduced-fee basis.
-

Your right to complain

- You have the right to complain if you don't like the way your case is handled, by CLS or by your volunteer lawyer.
- You can also decide at any time that you want to stop getting help from CLS or your volunteer lawyer, but you must let CLS and the volunteer lawyer know that you want him/her to stop helping you.
- You can cancel this Authorization at any time. (But CLS and your volunteer lawyer may have to stop helping you if you do that.)
- This Authorization ends when your case is over and is closed.

I authorize CLS and my volunteer lawyer to share information, and I understand and agree to these terms.

Signature

Date

FAMILY LAW COURT PROGRAM (FLCP)

Gail Rodosevich

719-545-6708, ext 333

grodosevich@colegalserv.org

Please understand that the Family Law Court Program was designed for **non-contested cases**. If the other party in your case hires an attorney or files a response that is not something you can agree with then your case may no longer be appropriate for this program. If this happens, FLCP will try to refer your case to a volunteer attorney to work with you individually. However, FLCP cannot guarantee that such an attorney will be available. If a private is not available the will have can proceed by hiring a private attorney or proceed on your own.



There is no charge for the services of this program. There is not any charge for the pro bono attorney who will be assigned to your case.

You are responsible for the service fee to have the other party served unless your case is by Publication

The Court determines if you are eligible to have your filing fee waived bases on the Federal Poverty Guidelines. If the Court does not waive your filing fee you are responsible for the filing fee. In most cases the Court will allow you to make (3) payments.



In order to request the court to waive your filing fees, ***you must provide*** your (3) most current pay stubs (if employed) and last (3) months bank statements (if you have a checking account) at your first appointment. If you use a pay card instead of a banking account we will need to make a copy of the front of your card to include with the fee waiver application.

The Court requires that we file a Sworn Financial Statement for you. Please complete the worksheet as accurately as you can. Marital property includes both debts and assets and is anything acquired from the “date of marriage” until the date of the actual divorce decree. It does not matter whose name the account is held in only if it occurred during the marriage. If you do not know your debts you can run a credit report at annualcreditreport.com. You must list all of your debts and assets and what you know about the debts and assets of the other party.


Clients will follow a three-step process:

Step 1: Once your application is accepted you will receive a letter or call scheduling your first appointment. You will review and proof all the documents

necessary to file your case. Allow time to do this because it is very important that all the names, dates, addresses and other information be correct. The FLCP will answer your questions about the process. The FLCP will file the documents to start the case.

- If you are income eligible the FLCP will ask the Court to waive your filing fee.
- Starting **January 2019** the fee for filing a divorce is \$230.00 and the filing fee for a custody case will be \$222.00.

Step 2: The staff will file your case for you and arrange for personal service of court documents on the other party (called the "respondent") as the law requires, usually by a private process server or a sheriff. You will be asked to bring a money order in the amount of \$35.00 dollars in Pueblo city or \$40.00 in Pueblo County to cover the process server charge. If the Respondent lives outside of the city of Pueblo or the state of Colorado, you will be asked to bring a money order for service for the designated county/state. The program will call and let you know the exact amount of service in that state.



Once your case is filed you must maintain contact with the FLCP. That means making sure you notify the FLCP if your address or phone number changes. If we lose contact with you and you miss appointments or Court dates the Court may dismiss your case and we will close your case in this office. **

Step 2: You will go to a status conference on the 2nd Floor at the Judicial Building. The exact date and time will be on the Case Management Order that will come back from the Court with your case. This not with a judge and will be with the Family Court Facilitator. This conference is to make sure that everything has been filed and that the other party has been served. The FLCP Coordinator will be at that short meeting with your file. If service has been filed then the case can be set for a hearing.

- You must attend unless called by the FLCP (you do not have to attend if your case has service by Publication.)
- It is the choice other the other party to attend. If he/she wants to participate in the case the/she must file a response and pay the filing fee.
- If the other party does not participate in the case the FLCP will proceed on your behalf to get the divorce decree or custody order.

Step 3: (Permanent Orders are the orders in a divorce case/custody case that cause the spouses to be deemed divorced, and thus dissolve the marriage; in a custody case, the orders determine decision-making responsibilities and parenting time. Nad

child support.)

- You will be scheduled to meet with a pro bono attorney. The meeting will be at Colorado Legal Services. The attorney will prepare all the documents that need to be filed with the court and may include a parenting plan, child support worksheet, support order and a separation agreement. Your volunteer FLCP lawyer will prepare you to appear in court and then *represent you* in court in a hearing before a judge or magistrate who will consider the documents and evidence and enter a Decree of Dissolution/Allocation of Parental Responsibilities and such other Orders as are required.
- **Step 4:** When at least ninety (91) days for a divorce or 30 days for a custody case have passed since the respondent was served with the divorce/custody papers, your case will be set for a Permanent Orders hearing. Both you and the respondent will receive a copy of the completed Notice of Hearing with the scheduled date and time. You will also receive a reminder letter with additional information about actually appearing in Court. The Court allows the attorney to both enter an appearance for you and withdraw from representing you on the day of the hearing. In most cases you will receive your divorce decree or custody order at the hearing. If you do not then the FLCP will mail you copies of all orders signed and entered by the Court.

FREQUENTLY ASKED QUESTIONS

What if the other party refuses to participate in this case?

The other party will be notified of all hearings in your case, and has the right to appear and participate in the proceedings. However, if the other party chooses not to participate, it will NOT prevent your case from going forward.

The other party is harassing or threatening me. What should I do?

You have the right not to be harassed by the other party during this case. If you are experiencing harassment, you should start by keeping a list of each occurrence. You then have several options for how to deal with the situation.

For minor harassment, you can try to reach an agreement with the other party about how you will interact with each other during this process. You might decide to limit your contact to certain forms or subjects. (For example, parties will often agree to communicate only about their children and not about other topics.)

If the situation cannot be resolved by agreement, you may choose to ask the Court for Temporary Orders. This means that you are asking the Court to impose rules that you and the other party must abide by during your case. (For example, you could ask the Court to order that you and the other party can only communicate with each other in writing.) If the other party breaks these rules, you can let the Court know and the Court will impose whatever sanctions it deems appropriate.

If the harassment is serious, you should ask the Court for a Protection Order (aka a Restraining Order). To get a

Protection Order, go to the Pro Se Resource Center and ask for the necessary paperwork. The Court will usually grant a Temporary Protection Order immediately and it is usually effective for two weeks. To make the Temporary Order permanent, you will have to appear before the Court for a Hearing. FLCP cannot assist with Protection Orders. Please let the FLCP know and the program will direct you to ACOVA .

If you are ever concerned for your safety, call 911 immediately.

What if some issues need to be addressed before my Permanent Orders Hearing?

A divorce or custody case can take many months to complete. It can be difficult to know what the “rules” are during this period, especially if you and your spouse/partner have not yet separated. Parties often struggle with questions, such as where the children will live during this time, which cannot wait until your final Hearing.

It is usually best for everyone involved if you and your spouse/partner are able to be respectful and cooperative and work out agreements with each other.

However, if this is not possible, you can ask the Court for Temporary Orders. This means that you are asking the Court to make immediate decisions about certain issues and impose rules that you and the other party must abide by until your final hearing. FLCP cannot represent you for Temporary Orders. Your case would be considered contested and diverted from this program.



Once your case is set for a settlement conference you will receive additional information on what to expect at the settlement conference and also information about spousal maintenance eligibility and guidelines in the state of Colorado.



Pueblo FAMILY LAW COURT PROGRAM CHECKLIST

Please bring this list with you to your first meeting.

What's the Next Step?	When does it occur?	Who is responsible for completing this?	Date Complete
<p>Initial Meeting At your Initial Meeting, FLCP will prepare all of the paperwork and file your case with the Court.</p>	After acceptance into the Family Law Court Program	You will review all of your case documents, proof the documents and sign the documents.	
<p>Case Filed with the Court FLCP will request a filing fee waiver if you qualify by income/ The decision to waive filing fee is made by the Court. (Required by the Court: If you want to request a fee waiver, you must bring 3 months of pay stubs (if employed) , 3 months bank statements (if you have a bank account and/or we must provide a copy of the front of your pay card)</p>	Within 1 weeks after your Initial Meeting	FLCP will file your case with the Court.	
<p>Service of Process The Court requires that we officially notify the other party of this case. To do this, we must have a process server deliver papers to him/her.</p> <p>This is the only fee you will be responsible to pay. It is usually <u>\$35.00</u> if in Pueblo City and <u>\$40.00</u> in Pueblo County. FLCP will let you know the cost of service if the other party lives outside of Pueblo County or the state of Colorado. You will bring the required amount in a money order to your first scheduled meeting.</p>	<p>As soon as possible after filing your case.</p> <p>Depending on how difficult it is to locate the other party.</p> <p>Must be served before your Initial Status Conference Date (ISC) with the Court</p>	<p>You are responsible for providing FLCP with current information about the other party's whereabouts. FLCP will then arrange for service.</p> <p>If you cannot find any information about the other party, you must notify FLCP immediately and we can discuss your options.</p>	
<p>Financial Disclosures Program will file with the Court (Marital property is an asset or debt that you have during the marriage regardless of whose name is on the debt.</p>	Gather documents that may be needed (deeds, pension plans, life insurance, bills, appraisals, etc)	FLCP will file all documents required by the Court	
<p>Initial Status Conference with the Court</p> <p>This is a mandatory conference at the Judicial Building meeting unless your service is by Publication/ FLCP will let you know if you do not have to attend.</p>	Case Management Order (CMO) will be included with your copies of all documents that are filed and returned to FLCP by the Court	FLCP will provide you with the date and time. FLCP will meet you at the conference with your file.	
<p>Meeting with Attorney You will meet with a volunteer attorney at Colorado Legal Services to discuss the legal issues in your case and to prepare the paperwork for your final hearing. <i>No charge to either party</i></p>	FLCP will call to schedule appointment and send you a reminder letter. This meeting will take approximately 30 – 45 minutes	FLCP will notify you of the confirmed date of this meeting. It is your responsibility to attend. Appointments are limited and usually cannot be rescheduled.	
<p>Permanent Orders Hearing At your hearing, you will appear in Court before a Judge. The volunteer attorney will represent you. The Judge will make final decisions about all of the issues in your case.</p>	<p>For Divorce cases, at least 91 days after Service of Process.</p> <p>For Custody only cases, at least 31 days after Service of Process.</p>	FLCP will notify you of the date of your hearing. FLCP will file all notices and send you and the other party a copy. It is your responsibility to attend. You will be noticed of an AM or PM docket, please arrange to take either the morning or afternoon off.	
FLCP will send you and the other party your final Decree or APR Order	Within 30 days of the final hearing or when the Judge signs the decree/may be at your hearing	FLCP will mail the final Decree, APR Order, and Support Order to both parties	

STATEMENT OF UNDERSTANDING

I understand that Family Law Court Program does NOT represent me and is not my attorney. I am filing my Divorce or Custody case on my own as a pro se litigant.

However, the Family Law Court Program is agreeing to assist me with procedural aspects of my case. This includes:

- Assisting me in completing the appropriate legal documents
- Filing documents with the Court on my behalf
- Arranging for Service of Process on the other party
- Scheduling hearing dates with the Court

Family Law Court Program is also agreeing to provide a volunteer attorney to help me prepare for my Permanent Orders Hearing. This attorney will also represent me during my Permanent Orders Hearing.

I understand that I am responsible for:

- Attending meetings scheduled by the Court and/or FLCP
- Reading and replying appropriately to correspondence from FLCP
- Providing information necessary for my case, including information for Service of Process
- Updating FLCP with changes to my address and/or phone number
- Informing FLCP if I receive any paperwork from the Court or the other party about my case.
- Informing FLCP if the other party in my case hires an attorney
- Scheduling and attending the Court ordered Parenting Class, if applicable
- Paying any filing fees required by the Court

I understand that, if I fail to fulfill these responsibilities, FLCP will no longer be obligated to assist me with my case. I understand that, if I fail to fulfill these responsibilities and this results in delay or missed deadlines, the Court may dismiss my case and I will have to re-file my case on my own.

I understand that, if my case becomes contested, it may no longer be appropriate for the Family Law Court Program. Should this happen, FLCP will attempt to refer my case to a volunteer attorney to assist me. However, FLCP cannot guarantee that such an attorney will be available. I also understand that my income eligibility will be reevaluated before referral to a volunteer attorney.

Print Name

Signature

Date

**Pueblo County Colorado Pro Bono Project
Family Law Court Program Custody Questionnaire**

Applicant's Name _____

Full name of MOTHER: _____

Date of birth: _____ Social Security Number: _____ Driver's Lic # _____

Residential address: _____

City: _____ State: _____ Zip Code: _____

Mailing address (if different from residential address): _____ Apt. # _____

City: _____ State: _____ Zip Code: _____

Telephone Numbers: Home _____ Work _____ Cell _____

Full name of FATHER: _____

Date of birth: _____ Social Security Number: _____ Driver's Lic # _____

(MUST have an address for service)

Residential address: _____

City: _____ State: _____ Zip Code: _____

Mailing address (if different from residential address): _____ Apt. # _____

City: _____ State: _____ Zip Code: _____

Telephone Numbers: Home _____ Work _____ Cell _____

Names of children (attach a second sheet, if necessary):

Full Name of Child	Present Address	Sex	Date of Birth	Soc. Sec. No.

1. Are both parents listed on the birth certificate? ___ No ___ Yes
 If No, has paternity been established? ___ No ___ Yes
 If no, please list the child(ren)

2. **Have there been any court orders or proceedings regarding the minor children listed above?** Including, but not limited to proceedings for Dissolution of Marriage/Legal Separation, enforcement of Court orders, domestic violence or domestic abuse, protection/restraining orders, termination of parental rights, and adoptions.
 No Yes **If Yes, give us information on each child.**

3. The child(ren) listed above have lived in Colorado since for a minimum of six months prior to the filing of this Petition or since birth if under six months of age. Yes No If No, please state the name of child, name of person child lived with and the month, date and year when each child most recently moved to Colorado.

Full Name of Child	Name of Person Child Lived with	State Moved From	Month	Day	Year

4. The best interests of the child(ren) would be served by allocating parental responsibilities to the Petitioner(s) as follows and for the following reasons:

5. Required Notice of Human Services Involvement.

The parents or dependent child(ren) listed on this Petition has/have received within the last five years, or is/are currently receiving benefits or public assistance from the state Department of Human Services or the County Department of Social Services. No Yes If your answer was Yes, complete the following:

Name of Person Receiving Benefit	Name of County and State	Case Number	Month/Year

6. Required Notice of Prior Protection/Restraining Orders.

Have any Temporary or Permanent Protection/Restraining Orders to prevent domestic abuse or any Criminal Mandatory Protection/Restraining (MRO) Orders or Emergency Protection Orders been issued against either party by any Court within two years prior to the filing of this Petition?

No Yes If your answer was Yes, complete the following:

The Protection/Restraining Order was Temporary Permanent MRO and issued against _____ in a Municipal Court County Court District Court in the County of _____, State of _____, in case number _____ on _____ (date).

What was the subject matter of the Protection/Restraining Order or Emergency Protection Order?

7. Notice of Existing Case with Child Support Enforcement (CSE)

The parents have filed a case with CSE? No Yes If Yes, identify the case number: _____

Information about the opposing party to serve him/her with court documents.

Information for the Process Server Family Law Court Program

Information about the opposing party to serve him/her with court documents

Opposing Party Name _____

Opposing Party's address: _____

(Must have an address for service)

Phone # _____

Days and/or hours expected at this address: _____

Employment name and address: _____

Days and/or hours _____

Race _____

Height _____

Weight _____

Eye color: _____

Hair (short? Long? Color?) _____

Tattoo? _____

Vehicle description _____

If the opposing party is not at his residence or at work please tell us
where he/she spends free time:

Location description and address: _____

Is the opposing party incarcerated? No _____ Yes _____

If yes please provide this information:

Jail or Correction Facility name _____

County _____ State _____

SWORN FINANCIAL STATEMENT

I, _____ (full name) am am not currently employed.

I am employed _____ hours per week. I am paid weekly bi-weekly twice a month monthly.

My pay is based on a Monthly Salary Hourly rate of \$ _____ Other: _____

Date employment began _____.

My occupation is: _____ Name of employer: _____ Address of employer: _____ Employer phone #: _____

Bring in:

3 months of paystubs or

SSA – bring in statement or

DSS – bring in statement

3 months bank statements

If unemployed, what date did you last work? _____

I am unemployed due to disability involuntary layoff at work other: _____

This household consists of _____ adult(s), and _____ minor child(ren).

I believe the monthly gross income of the other party is \$ _____.

Annual gross income (last tax year 20__) for Petitioner \$ _____, Co-Petitioner/Respondent \$ _____

1. Monthly Income (Convert annual, bi-monthly, and weekly amounts to monthly amounts.)

Gross Monthly Income (before taxes and deductions) from salary and wages, including commissions, bonuses, overtime, self-employment, business income, other jobs, and monthly reimbursed expenses.	\$	Social Security Benefits (SSA) <input type="checkbox"/> SSDI (Disability insurance – entitlement program) <input type="checkbox"/> SSI (supplemental income – need based)	\$
Unemployment & Veterans' Benefits		Disability, Workers' Compensation	
Pension & Retirement Benefits		Interest & Dividends	
Public Assistance (TANF)		Other - _____	
Total Monthly Income			\$
Miscellaneous Income			
Royalties, Trusts, and Other Investments	\$	Contributions from Others	\$
Dependent Children's monthly gross income. Source of Income: _____		All other sources, i.e. personal injury settlement, non-reported income, etc.	
Rental Net Income		Expense Accounts	
Child Support from Others		Other - _____	
Spousal Support from Others		Other - _____	
Total Monthly Miscellaneous Income			\$
Total Income			\$

2. Monthly Deductions (Mandatory and Voluntary)

Mandatory Deductions	Cost Per Month	Cost Per Month	Cost Per Month
Federal Income Tax	\$	State/Local Income Tax	\$
PERA/Civil Service		Social Security Tax	
Medicare Tax		Other - _____	
Total Mandatory Deductions			\$
Voluntary Deductions	Cost Per		Cost Per

	Month		Month
Life and Disability Insurance	\$	Stocks/Bonds	\$
Health, Dental, Vision Insurance Premium		Retirement & Deferred Compensation	
Total number of people covered on Plan →			
Child Care (deducted from salary)		Other - _____	
Flex Benefit Cafeteria Plan		Other - _____	
Total Voluntary Deductions			\$
Total Monthly Deductions			\$

3. Monthly Expenses

Note: List regular monthly expenses below that you pay on an on-going basis and that are not identified in the deductions above.

A. Housing

	Cost Per Month		Cost Per Month
1 st Mortgage	\$	2 nd Mortgage	\$
Insurance (Home/Rental) & Property Taxes (not included in mortgage payment)		Condo/Homeowner's/Maintenance Fees	
Rent		Other - _____	
Total Housing			\$

B. Utilities and Miscellaneous Housing Services

	Cost Per Month		Cost Per Month
Gas & Electricity	\$	Water, Sewer, Trash Removal	\$
Telephone (local, long distance, cellular & pager)		Property Care (Lawn, snow removal, cleaning, security system, etc.)	
Internet Provider, Cable & Satellite TV		Other - _____	
Total Utilities and Miscellaneous Housing Services			\$

C. Food & Supplies

	Cost Per Month		Cost Per Month
Groceries & Supplies	\$	Dining Out	\$
Total Food & Supplies			\$

D. Health Care Costs (Co-pays, Premiums, etc.)

	Cost Per Month		Cost Per Month
Doctor & Vision Care	\$	Dentist and Orthodontist	\$
Medicine & RX Drugs		Therapist	
Premiums (if not paid by employer)		Other - _____	
Total Health Care			\$

E. Transportation & Recreation Vehicles (Motorcycles, Motor Homes, Boats, ATV, Snowmobiles, etc.)

	Cost Per Month		Cost Per Month
Primary Vehicle Payment	\$	Other Vehicle Payments	\$
Fuel, Parking, and Maintenance		Insurance & Registration/Tax Payments (yearly amount(s) ÷ 12)	
Bus & Commuter Fees		Other - _____	
Total Transportation			\$

F. Children's Expenses and Activities

	Cost Per Month		Cost Per Month
Clothing & Shoes	\$	Child Care	\$
Extraordinary Expenses i.e. Special Needs, etc.		Misc. Expenses, i.e. Tutor, Books, Activities, Fees, Lunch, etc.	

Tuition		Other - _____	
Total Children's Expenses and Activities			\$

G. Education for you - Please identify status: Full-time student Part-time student

	Cost Per Month		Cost Per Month
Tuition, Books, Supplies, Fees, etc.		Other - _____	
Total Education			\$

H. Maintenance & Child Support (that you pay)

	Cost Per Month		Cost Per Month
Spousal Maintenance		Child Support	
<input type="checkbox"/> This family	\$	<input type="checkbox"/> This family	\$
<input type="checkbox"/> Other family		<input type="checkbox"/> Other family	
Total Maintenance and Child Support			\$

I. Miscellaneous (Please list on-going expenses not covered in the sections above)

	Cost Per Month		Cost Per Month
Recreation/Entertainment	\$	Personal Care (Hair, Nail, Clothing, etc.)	\$
Legal/Accounting Fees		Subscriptions (Newspapers, Magazines, etc.)	
Charity/Worship		Movie & Video Rentals	
Vacation/Travel/Hobbies		Investments (Not part of payroll deductions)	
Membership/Clubs		Home Furnishings	
Pets/Pet Care		Sports Events/Participation	
Other - _____		Other - _____	
Other - _____		Other - _____	
Other - _____		Other - _____	
Other - _____		Other - _____	
Total Miscellaneous			\$

Total Monthly Expenses (Totals from A – I)			\$
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4. Debts (unsecured)

List unsecured debts such as credit cards, store charge accounts, loans from family members, back taxes owed to the I.R.S., etc. **Do not** list debts that are liens against your property, such as mortgages and car loans, because that payment is already listed as an expense above, and the total of the debt is shown elsewhere as a deduction from value where that asset is listed, such as under Real Estate or Motor Vehicles.

For name on account, "P" = Petitioner, "C/R" = Co-Petitioner or Respondent, "J" = Joint.

Name of Creditor	Account Number (last 4-digits only)	P	C/R	J	Date of Balance	Balance	Minimum Monthly Payment Required	Reason for Which Debt was Incurred
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	\$	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Unsecured Debt Balance						\$	\$	→Total Minimum Monthly Payment

**SWORN FINANCIAL STATEMENT SUMMARY
(INCOME/EXPENSES)**

Total Income (from Page 1) \$ _____ **A**

Total Monthly Deductions (from Page 2) \$ _____ **B**

Total Monthly Net Income (A minus B) \$ _____

Total Monthly Expenses (from Page 3) \$ _____ **C**

Total Minimum Monthly Payment Required - Debts Unsecured (from Page 4) \$ _____ **D**

Total Monthly Expenses and Payments (C plus D) \$ _____

Net Excess or Shortfall (Monthly Net Income less Monthly Expenses and Payments)	(+/-)	\$ _____
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5. Assets

You **MUST** disclose all assets correctly. By indicating "None", you are stating affirmatively that you or the other party, do not have assets in that category. Please attach additional copies of pages 5 & 6 to identify your assets, if necessary.

If the parties are married, check under the heading Joint (J) all assets acquired during the marriage but not by gift or inheritance. Under the headings of Petitioner (P) or Co-Petitioner/Respondent (C/R), check assets owned before this marriage and assets acquired by gift or inheritance.

If the parties were NEVER married to each other or are using this form to modify child support, list all of each party's assets under the headings of Petitioner (P) or Co-Petitioner/Respondent (C/R).

"P" = Petitioner, "C/R" = Co-Petitioner or Respondent, "J" = Joint.

A. Real Estate (Address or Property Description and Name of Creditor/ Lender) <input type="checkbox"/> None	P	C/R	J	Estimated Value as of Today Value = what you could sell it for in its current condition.	Amount Owed	Net Value/Equity (Value minus amount owed)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Total				\$	\$	\$

B. Motor Vehicles & Recreation Vehicles Including Motorcycles, ATV's, Boats, etc.) (Year, Make, Model) (Name of Creditor/Lender) <input type="checkbox"/> None	P	C/R	J	Estimated Value as of Today Value = what you could sell it for in its current condition.	Amount Owed	Net Value/Equity (Value minus amount owed)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Total				\$	\$	\$

C. Cash on Hand, Bank, Checking, Savings, or Health Accounts (Name of Bank or Financial Institution) <input type="checkbox"/> None	P	C/R	J	Type of Account	Account # (last 4-digits only)	Balance as of Today
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			\$
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Bring 3 months of bank statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Total						\$

D. Life Insurance (Name of Company/Beneficiary) <input type="checkbox"/> None	P	C/R	J	Type of Policy	Face Amount of Policy	Cash Value today
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$	\$
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Total					\$	\$

E. Furniture, Household Goods, and Other Personal Property, i.e. Jewelry, Antiques, Collectibles, Artwork, Power Tools, etc. Identify Items and report in total. <input type="checkbox"/> None	P	C/R	J	Current Possession Held by			Estimated Value as of Today Value = what you could sell it for in its current condition.
				P	C/R	J	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total							\$

F. Stocks, Bonds, Mutual Funds, Securities & Investment Accounts <input type="checkbox"/> None <input type="checkbox"/> If owned please attach JDF 1111-SS.	Total	\$
G. Pension, Profit Sharing, or Retirement Funds <input type="checkbox"/> None <input type="checkbox"/> If owned please attach JDF 1111-SS.	Total	\$

H. Miscellaneous Assets <input type="checkbox"/> None If you own any of the assets identified below, please check the appropriate box and attach JDF 1111-SS to report the value.			
<input type="checkbox"/> Business Interests	<input type="checkbox"/> Stock Options	<input type="checkbox"/> Money/Loans owed to you	<input type="checkbox"/> IRS Refunds due to you
<input type="checkbox"/> Country Club & Other Memberships	<input type="checkbox"/> Livestock, Crops, Farm Equipment	<input type="checkbox"/> Pending lawsuit or claim by you	<input type="checkbox"/> Accrued Paid Leave (sick, vacation, personal)
<input type="checkbox"/> Oil and Gas Rights	<input type="checkbox"/> Vacation Club Points	<input type="checkbox"/> Safety Deposit Box/Vault	<input type="checkbox"/> Trust Beneficiary
<input type="checkbox"/> Frequent Flyer Miles	<input type="checkbox"/> Education Accounts	<input type="checkbox"/> Health Savings Accounts	<input type="checkbox"/> Mineral and Water Rights
<input type="checkbox"/> Other - _____	<input type="checkbox"/> Other - _____	<input type="checkbox"/> Other - _____	<input type="checkbox"/> Other - _____
Total			\$

I. Separate Property <input type="checkbox"/> None <input type="checkbox"/> If owned please attach JDF 1111-SS to identify the property and to report the value.	Total	\$
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Total Value/Balance of All Assets (A – I)	\$
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