

File Your **Part 1** Divorce/Legal Separation (**WITH MINORS**) Need Waiver Approval

1 – Get Your Fee Waiver **Approved**

ROOM 609-
Chief Judge's
Office

- *Goal:* Fee Waiver Approval
- *What to Bring:*
 - Signed fee waiver
 - Proof of income or public assistance.

2 – File with the Clerk of Court

ROOM 104-
Clerk of Court

- *Goal:* Get Your Case Number
- *What to Bring:*
 - Approved Fee Waiver
 - All forms and copies

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3 - File Documents with the Court

ROOM 308-
Family Court
Commissioner

- *Goal:* Get Your Dismissal Date
- *What to Bring:*
 - All remaining forms and copies
- Get notice of your **Administrative Dismissal Date.**
 - It is **NOT** your court date
 - It is a deadline for **Part 2** paperwork
- For a **Temporary Order Hearing**
 - The court will give you a date

4 - File with Child Support

ROOM 101-
Child Support
Services

- *Goal:* Give a copy to Child Support
- *What to Bring:*
 - Copy of all forms