

# File Your **SEPARATE** Part 2 Divorce/ Legal Separation 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 – Pay the Docketing Fee

**ROOM 104-**  
Clerk of Court

- *Goal:* Pay the \$5 Docketing Fee
- *What to Bring:*
  - Cash or credit card
- **Keep the receipt!**
  - This fee **CANNOT** be waived

## 3- File Documents with Your Judge

**JUDGE'S  
COURTROOM -**



- *Goal:* Get Your Hearing Date
- *What to Bring:*
  - All Part 2 forms and copies
  - 2 manila envelopes
  - 8 postage stamps
- *If you don't know where your Judge's courtroom is, ask the clerk in Room 104.*
- Information about obtaining a court date will be provided at that time.