

# File Your **SEPARATE** Part 2 Divorce/ Legal Separation No Waiver/ Waiver Approved

## 1 - 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

## 2- 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.