



NOTICE TO SELF-REPRESENTED PARTIES IN DISSOLUTIONS WITH CHILDREN AND IN PATERNITY CASES

We understand that going through a divorce or initial paternity case can be an intimidating or frustrating experience. We hope that this Order will help you understand the procedures in front of you. We always suggest that you consider seeking legal assistance. You can find local private attorneys at www.monroecountybar.org. You can find free or reduced-cost help at www.indianalegalhelp.org. Thank you for working to make this process as easy as possible for your children.

1. REGISTER FOR A PARENT EDUCATION CLASS

Our local courts require that you attend parent education classes. You can pick one of three classes as shown below. You and your spouse should take the same class.

	New Beginnings	Two Families Now	Children in Between
Sign up	https://divorceandparenting.com/	https://www.twofamiliesnow.com/	https://online.divorce-education.com/
QR Code for Sign up			
Duration	30 to 40 minutes per week for six weeks (3-4 hours)	4-6 hours total (can be completed as quickly as desired)	4 hours
Description	Learn practical tools to help reduce conflict and strengthen your relationship with your children. The program uses a simple step-by-step interactive approach in which you learn about the tools, practice them in the program, and problem-solve.	Learn how to protect your children during the transition and start to rebuild their lives in a way that works for their families. Parents learn skills to nurture themselves and build strong relationships with their children and co-parents. Each skill is presented with a video and a printable summary.	Learn communication and emotional regulation skills in order to improve parental cooperation and reduce children's exposure to loyalty conflicts. Relatable video vignettes show a wrong way, then right way solution to family conflict, while reducing stress on family members.
Cost	\$49.00	\$49.00	\$59.95
Request a Fee Waiver	Applications for fee waiver are available on main landing page of the website	Will honor fee waivers granted by the Court. https://www.twofamiliesnow.com/fee-waiver	At sign up, complete the form at https://online.divorce-education.com/fee-waiver/disclosure
Language Options	English	English, Spanish	English, Spanish

2. CREATE YOUR PROPOSED PARENTING SCHEDULE.



- A. Please review the Indiana Parenting Time Guidelines (“Guidelines”). They are available online at <https://www.in.gov/judiciary/rules/parenting/> (or scan the QR code to the left with your smart phone). The Guidelines do not necessarily apply to cases with situations involving family violence, substance abuse, risk of flight with a child, or any other circumstances the court reasonably believes endanger the child's physical health or safety, or significantly impair the child's emotional development.
- B. The Guidelines include many sections, and not all sections will apply to you. Please review the Guidelines carefully and decide which sections, if any, you think should apply to your case. If you and your spouse prefer, you may decide on your schedule.
- C. You can use Indiana’s online calendar to come up with a calendar based on the Guidelines, if you wish. <https://public.courts.in.gov/PTC/#/> (or scan the QR code in the teddy bear with your smartphone).



3. CREATE YOUR PROPOSED CHILD SUPPORT WORKSHEET.



- A. Gather your proof of income, such as pay stubs, 1099s, or other documentation.
- B. Gather information showing how much you pay for health insurance for the children in excess of what it would cost just for you.
- C. Gather documentation of any expenses for daycare, before and after school care, or summer camp for the children while you are at or looking for work.
- D. Prepare and print your proposed *Child Support Obligation Worksheet* (<https://public.courts.in.gov/csc#/parents-home> or scan the QR code to the left with your smartphone).

4. CREATE YOUR PROPOSED DIVISION OF ASSETS AND DEBTS (DIVORCES ONLY—IF YOU HAVE A “JP” CASE YOU SHOULD IGNORE THIS SECTION)



- A. Complete your Monroe County Financial Inventory (<https://www.co.monroe.in.us/topic/index.php?topicid=243&structureid=104> or scan the QR code to the left with your smartphone). Share your Inventory and all supporting documents with your spouse at least a week before any mediation and at least a week before any final hearing.
- B. Create your proposal for which assets and debts of the marriage you think should go to you and which to your spouse.

5. FINISH YOUR CASE.

A. Negotiation: When you agree on all terms.

- Court forms are available at www.indianalegalhelp.org (or scan the QR Code to the left with your smartphone). You can use the “Self-Help Forms” to write down your agreement and then file it with the court.
- Once the required sixty-day waiting period (for divorce cases) has expired, the Judge will usually sign your Agreement and your case will be resolved without the need to come to court.

B. Mediation: When you meet with a neutral third party.

- Mediation is required in family law cases in Monroe County unless you have already reached an agreement or you can show the Court a good reason why you should not have to mediate.
- If you have not already reached an Agreement, and you cannot afford a private mediator, ask for a referral to the Family Court Mediation Project, which operates on a sliding fee scale and is free for many.
- While you are usually required to attend mediation, you are not required to reach an agreement through mediation. If you cannot reach an agreement, you will need a court hearing.

C. Litigation: When you take your exhibits and witnesses to the Judge.

- Bring three copies of every document or picture you want the Judge to see, including at least the following:
 - ✓ Proof of your parent education class attendance;
 - ✓ Proposed parenting schedule;
 - ✓ Financial Inventory and supporting documents (for divorce cases);
 - ✓ Proof of income;
 - ✓ Proposed Child Support Worksheet; and
 - ✓ Proposed division of assets and debts (for divorce cases).
- Bring or subpoena every witness you want the Judge to hear from.

6. HOW TO COMMUNICATE WITH THE COURT.

- In Writing. Neither side may communicate to the Judge without copying the other side. If you file any paperwork with the court, please be sure to provide a copy to your spouse and to note on your paperwork that you did so.
- By Telephone Conference. Court staff may set up a telephone conference call for both of you and the Judge. The Judge may schedule a mediation or a final

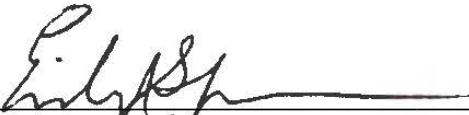


hearing. The Judge will not hear evidence or make substantive decisions on your case during the call.

- Updating Your Contact Information. If your phone number, mailing address, or email address change, you must notify your spouse and the court. You can do this by updating your Appearance that is on file with the court. If you do not update your Appearance, you may miss a hearing and the Court could decide your case without you. You can find the Appearance form at the Clerk's office or online at https://www.co.monroe.in.us/egov/documents/1562010810_93324.pdf (or scan the QR code to the left with your smartphone).



SO NOTICED this 28th Day of February 2023.



Emily Salzmann, Judge
Monroe Circuit Court VIII



Catherine Stafford, Judge
Monroe Circuit Court IV