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## **The Nuts and Bolts: From Filed to Final**

1. Get your papers drafted. (Follow Instructions)
2. Get the Guide, Flowchart, and Checklist. Review. (They are on the site)
3. Get yourself a folder or big (durable) envelope to keep everything in. If you don't you will regret it later when you have lost something important. (Trust me on this.)
4. Get your documents notarized.
5. After they are notarized, copy them 3 times. You need to have at least an original (to file with court) and 2 copies, one for you and one for the opposition.
6. Find Out:
  - A. Do you need to file Standing Orders along with your petition?
  - B. Are there any special procedures for people who are "Pro Se?" You are Pro Se if you represent yourself and don't have a lawyer. Some Counties have special forms for you to fill out if you don't have a lawyer. You have to call the Clerk, or call Court Administration, or research on your own to find out what, if any, are the special procedures and forms for people who are representing themselves.
7. How much does it all cost?

Filing Fee: As of this writing, in most counties the filing fee is around \$400 for the Clerk to take the petition. Summons, Service: The Clerk also charges about \$10 to issue the Summons, and the Sheriff's Departments, as of this writing charge \$40 to serve the documents. Private process servers can charge a little more, are faster most of the time. Mediation: The cost can be \$60 - \$250 per person.
8. Clerk Processes Documents: Give the original copies to the Clerk to process.
9. Documents given to process server: Documents are given to either Sheriff or Private Process Server to be served.
10. Refer to Flow Chart and Guide: Everything you need from this point on is in the "Condensed Guide."

From this point forward what happens depends on whether the opposition contests and the issues involved. **Please read the guide and review the flowchart!**

Jeff