



Heather S. DeWees, Clerk

55 North Court Street
Westminster, Maryland 21157-5155

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www.mdcourts.gov/clerks/carroll



Welcome to the Circuit Court for Carroll County, Maryland

We are here to help you.

The law allows us to help in the following ways:

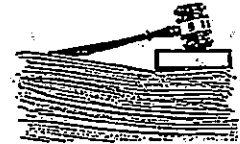


We can explain how the court works;

HOWEVER, we cannot tell you what to do.

We can provide you with the most required forms;

HOWEVER, we cannot fill them out for you.



We can give you basic information on your case;

HOWEVER, we cannot speak to the Judge for you.

We can provide information on legal referral services;

but, we cannot recommend a lawyer.



We can explain the steps involved in a process;

HOWEVER, we cannot predict what may happen in court.

We can give you information on other ways to mediate disputes;

but, we cannot tell you which is right for you.

If you need assistance beyond what the law allows us to provide, you may wish to contact an attorney.

Only attorneys can provide legal advice.



It is the mission of the Circuit Court to provide equal and exact justice for all who are involved in litigation before the Court.

Heather S. DeWees



LEGAL SERVICES for CARROLL COUNTY, MARYLAND

PHONE: 410-386-2751

Prepared by Family Law Administration for the Circuit Court for Carroll County, Room 208, 55 N Court Street, Westminster MD 6/19

Family Law Advice Clinic

Circuit Court for Carroll County
55 N Court Street, Westminster
Room 208

Wednesdays 4:00 pm-7:00 pm
Thursdays 9:00 am-12:00 pm

Free in person legal advice clinic available to people who do not have an attorney. First come, first serve.
Must meet income requirements

Domestic Case Navigator

Circuit Court for Carroll County
Room 208

Staffed part time, call for schedule
410-386-2401

Free in person assistance with forms and with procedure questions.
NO income requirement

Legal Aid

Circuit Court for Carroll County
55 N Court Street, Westminster
Room 119

2nd Tuesday of *each* month
1:00 pm – 4:00 pm OR
Telephone intake Monday-Thursday
9:00 am-12:00pm **1-800-679-8813**

Offers full free representation for domestic and civil cases and will assist with criminal expungements
Must meet income requirements

Women's Law Center POARP (Protective Order Project)

Circuit Court for Carroll County
Room 206

Staffed full time 8:30 am – 4:30 pm
410-386-2440
EMAIL: cmack@ccg.carr.org

Free full representation for petitioners who qualify in final protective order hearings.
NO income requirement

Maryland Volunteer Lawyers

Telephonic or online intake required.

1-800-510-0050
Client intake 9:00am-12:00pm
Monday-Thursday www.mvlslaw.org

Full representation to those accepted. \$25.00 intake fee.
Must meet income requirements

Child Support Enforcement

1232 Tech Court
Westminster, MD 21158

www.dhr.maryland.gov/child-support-services/ **1-800-332-6347**

Child support matters only.
\$25.00 fee.

Family Law for the People

Circuit Court for Carroll County
55 N Court Street Westminster
Room 208

1st Wednesday of *each* month
4:00-7:00pm

Free in person class on domestic law
and how to try a court case.

Free book is provided to take home

**Collaborative Project of
Maryland**

51 Monroe Street
#1901 Rockville, MD

240-428-8562
www.collaborativeprojectmd.org

Free or reduced fee lawyer to assist
in reaching an agreement without
using Court

Law Library of Carroll County

Historic Courthouse
200 Willis Street Westminster

410-386-2672
lawlib@ccg.carr.org

Full law library open to public.
Call ahead to confirm the Librarian
will be present for assistance.

TELEPHONE HELP

Family Law Hotline

1-800-845-8550

Monday-Friday 9:30 am – 4:30 pm

Veterans' Legal Hotline

443-863-4040

Tuesdays 3:00pm - 7:00pm & Thursdays 9:30am - 1:30pm

MD Courts Self Help Center

410-260-1392

Monday-Friday 8:30 am – 8:00 pm
www.mdcourts.gov/legalhelp/selfhelpcenters.html

Foreclosure Assistance

1-877-462-7555
1-855-604-4663

Call for assistance if facing foreclosure.
For bad lending or scams, call 1-888-784-0136

Employment Hotline

1-877-422-9500

Tuesdays 9:30am-1:00pm; 1st Thursday of month 5:00pm - 7:00pm

SPANISH HELP

Free Spanish Speaking Attorney

1-877-293-2507
443-519-4054

Mondays *ONLY* · 9:00 am – 12:00 pm
Assistance filling out forms provided

ONLINE HELP

www.maryland.freelegalanswers.org

To message/email a MD attorney for FREE answers for any civil case in Maryland.

www.peoples-law.org

Legal information on all topics

www.mdcourts.gov/family

Forms for domestic cases and information on services in all Maryland counties

www.msba.org/public/index.htm

Brochures on various legal topics in Maryland

www.lawlib.state.md.us

Court Rules and other legal research tools

www.wicmd.org/domesticviolence.html

Domestic violence information and resources

www.casesearch.courts.state.md.us

Maryland Circuit and District Court case records.

www.mdcsi.org

Community services site

Resources

Circuit Court Daily Docket:

The Carroll County Circuit Court Docket can be found online at:
<http://carrollcobar.org/>

Domestic Issues:

Forms for domestic issues such as divorce, name change, adoption, juvenile record expungement, & child support can be found online at:
www.mdcourts.gov/family

Assistance for Foreclosures:

If you are behind on payments or facing foreclosure, please call:
1-877-462-7555 OR 1-855-604-4663

SCAMS:

If you feel you are the victim of a scam or bad lending practice, please call the Department of Labor, Licensing and Regulation at:
1-888-784-0136

Self Help or Self Filing Information:

Self Help Videos, E-filing and forms can be found at:
<https://www.courts.state.md.us/clerks/carroll>

JURY DUTY:

The Clerk's Office does NOT handle Jury Duty in Carroll County. Please email jurydutyservice@mdcourts.gov or call the Jury Commissioner on the *Jury Hotline* at: 410-386-2093

Other Useful Links:

Carroll County Clerk's Office Website:
<https://www.courts.state.md.us/clerks/carroll>

Carroll County Circuit Court Website:
<https://circuitcourt.carrollcountymd.gov/>

Carroll County Bar Association Website: <http://carrollcobar.org/>

**GENERAL INSTRUCTIONS
DOMESTIC RELATIONS AND GUARDIANSHIP FORMS
(Form CC-DRIN)**

Use the CC-DR and CC-GN Forms if you do not have a lawyer and need to file papers for family law or domestic relations cases. These cases include child custody or visitation, child support, divorce, alimony, name change, contempt, and guardianship. These Instructions answer the following questions:

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DO I NEED A LAWYER?

The answer is probably YES if:

- The case is contested and the other side (opposing party) has a lawyer.
- You do not have an address for or cannot locate the other side to serve them with your papers.
- The court may need information that you cannot get.
- This is a child custody case and there is a dispute about who should have custody.
- This is a divorce case and either side has a house, pension / retirement account, or a large amount of property or income. Even if you both agree to divorce, speak with a lawyer before signing settlement agreements or filing papers with the court.
- This is a divorce after a long-term marriage (about 10 or more years) and / or you want alimony.
- This is an annulment case.

NOTE: You may speak with or hire a lawyer at any time during your case. Hiring a lawyer at the last minute is usually not grounds for a postponement of your hearing or trial date. Many lawyers may not accept a case close to a hearing or trial date if they believe there is not enough time to prepare.

WHAT LEGAL RESOURCES ARE AVAILABLE?

Use the following resources if you need assistance with your case, legal information, or to find a lawyer:

Civil Clerks - Each court has a civil clerk who may give you information about where to file your family law case papers, filing costs, and fee-waiver request forms. Clerks cannot give legal advice, complete forms, or tell you how to complete forms. Ask the clerk about other self-help resources and services available.

Maryland Courts Self-Help Center - This program provides free, limited legal help by telephone or live chat for people with civil cases who do not have a lawyer. The Self-Help Center is staffed by lawyers who cannot represent you in court.

Hours: Monday-Friday, 8:30 a.m. to 8:00 p.m.

Telephone: (410) 260-1392

Live Chat: Accessed directly from www.mdcourts.gov under Legal Help.

Family Law Self-Help Centers/Family Law Help/Pro Se Assistance - Each circuit court offers information, assistance, or referrals if you do not have a lawyer. Services vary by court but may include help with selecting the correct forms, legal information, and general guidance. Self-Help Center attorneys and staff cannot represent you in court or complete forms.

Family Services Programs - Available in each circuit court, services differ by program, and may include custody evaluators, mediators, and more. Visit www.mdcourts.gov/family for information.

The People's Law Library of Maryland (www.peoples-law.org) - This legal information and self-help website has information on family law, domestic violence, housing, consumer law, and state and federal benefit programs. The website includes links to resources for free or reduced-fee lawyer referrals and to the Maryland Courts Self-Help Center live chat.

Family Law Hotline - This Hotline is staffed by lawyers and is free to low income callers. Hotline lawyers give information about Maryland family law to help you understand your rights and legal options. Hotline lawyers cannot represent you in court, but may give you the phone number of a lawyer referral service.

Hours: Monday-Friday, 9:30 a.m. to 4:00 p.m.

Telephone: 1-800-845-8550

Self-Help Video Library - The online library includes videos on court processes, resources, and law topics and is available at mdcourts.gov/videos.

Maryland Law Help App - This free mobile app connects you with legal information on your smartphone or tablet. The app includes links to self-help videos, court form finders, direct access to legal help by phone or chat, public law libraries, mediation resources, and more.

Visit: <http://www.mdcourts.gov/legalhelp/mobileapp.html>.

NOTE: Law enforcement officials serve Petitions for Protection from Domestic Violence after the court issues an interim, temporary, or final Protective Order. There is no fee.

Methods of Service:

****IMPORTANT: You may NOT serve the other side yourself directly, or by certified mail, when serving a Writ of Summons and an initial filing (or papers that are reopening a previous case) ****

Service by Sheriff - For a fee (if not waived), the clerk can forward the Writ of Summons with a copy of the filing to the Sheriff's Office. The Sheriff will attempt service and file the required Return of Service with the court as proof service was made. If you decide later to use the Sheriff's Office, forward the Writ of Summons and a complete copy of the filing to the Sheriff's Office with payment or a copy of the fee waiver order.

Service by Private Process - Forward the Writ of Summons and the complete copy of the filing to a private process server. He or she will serve the other side and file an Affidavit of Service with the court as proof service was completed. Private process companies charge a fee and have their own Affidavit of Service form that they file. Private process may also be made by a third person who is: 1) over 18, and 2) not involved in the case. Give this person an Affidavit of Service (Private Process) (CC-DR-055) to complete. You cannot complete the Affidavit, but you may file it with the court.

Service by Certified Mail, Restricted Delivery - Send the Writ of Summons and a complete copy of the filing by certified mail, return receipt with restricted delivery. **Do not send it yourself. It must be mailed by a third person who is: 1) over the age of 18, and 2) not involved in the case.** Service is completed when the person being served *personally* signs the certified mail return receipt card, which will be returned to the person (not you) who mailed the papers for service. That person must complete an Affidavit of Service (Certified Mail) (CC-DR-056) after the certified mail return receipt card is returned. You must attach the original return receipt card to the Affidavit of Service and file it with the court. Keep a copy of both sides of the certified mail return receipt card.

To serve an Answer (CC-DR-050) to a complaint, petition, or motion that was served on you, you must complete the certificate of service on the last page. Mail a complete copy of your Answer, and any papers you attach, to the other side. Service of your answer is complete when you mail a properly addressed envelope with correct postage by first class regular mail to the other side (or his or her lawyer). A third person does not need to complete this service. If you do not fill out the Certificate of Service, the clerk's office will not docket, or record, your answer.

All papers filed with the court by either person after the initial complaint, petition, motion, or answer must be sent to the other side, using the process described in the paragraph above. You must complete a Certificate of Service (CC-DR-058) and attach it to all papers filed with the court.

What if service is not made?

If service of the initial complaint, petition, or motion is not successful OR you do not know where the other side is, the case cannot proceed until alternate service is made. Alternate service is complex; you should speak with a lawyer.

If you have made several attempts to make service of process by Sheriff, private process server, or certified mail, OR if you have been unable to find where the other side lives or works, you may file Motion for Alternate Service (CC-DR-070) with Notice-Alternate Service (CC-DR-072) AND Affidavit (CC-DR-073). Attach proof of your service efforts or efforts to locate the other side. Once filed, these forms and documents ask a judge to allow you to use another form of service. If granted, you will notify the other side of your court filings by posting your complaint, petition, or motion on the Sheriff's bulletin board in the courthouse, or by another reasonable method the judge orders. There is a fee for the Sheriff to post notice for alternate service.

If the Sheriff posted notice of alternate service, the Sheriff's office will file proof with the court. If the court ordered another form of alternate service, you must file proof with the court that it was completed.

The Maryland Judiciary's self-help video library has a helpful video and resources on service of process at <http://www.mdcourts.gov/video/selfhelp/serviceofprocess.html>.

WHAT HAPPENS AFTER SERVICE IS MADE?

Once service of process is made (either direct service or by alternate service) AND proof of service is filed with the court, the other side has the chance to file an ANSWER. The other person may also file a motion challenging service, jurisdiction, or other aspects of your complaint, petition, or motion. If the other side resides or was served:

- Within Maryland, he or she has 30 days to file a response.
- In another state, he or she has 60 days to file a response.
- In another country, he or she has 90 days to file a response.

After service is received, an opposing party must respond and may use an Answer to Complaint / Petition / Motion (CC-DR-050). He or she may file a counter-complaint (for example, Counter-Complaint for Absolute Divorce (CC-DR-094) or Counter-Complaint for Custody (CC-DR-095)) with his / her answer.

Once an answer is timely filed, the court will begin scheduling the case (See WHAT HAPPENS NEXT?).

Order and Notice of Default

If no Answer is filed by the deadline after service, file a Request for Order of Default (CC-DR-054). The judge will grant the Order of Default if he or she is satisfied that the other side is not presently in the military and proof of service has been filed with the court. The clerk's office will issue a Notice of Default. The other side has 30 days to file a written explanation about why an Answer was not filed and ask the court to vacate (cancel) the Order of Default. If the other side does not respond to the Notice of Default, the case may move forward without his or her participation.

WHAT HAPPENS NEXT?

After each side's papers have been filed and served, or an Order of Default is granted, the court will schedule your case.

A scheduling conference is generally set first. Both sides meet with a magistrate or judge, who may make referrals for services, and set dates and deadlines. The clerk's office or the court's assignment office will mail you a notice with a scheduling conference date. If you do not attend your scheduling conference, your case may not move forward.

Most courts also schedule a pre-trial settlement conference, where a judge or magistrate meets with both sides to make sure that case is ready for trial and to see if settlement is possible. If there is an agreement, you may not have a trial, or may reduce the trial time.

If your case is uncontested (i.e., there are no disagreements between you and the other side) OR an Order of Default has been entered, some courts will automatically schedule a hearing. You will receive notice of this date.

If a reasonable period of time passes after the filing of an Answer or Order of Default and you have not received notice from the court, you may file a Request for Hearing or Proceeding (CC-DR-059).

NOTE: You may be eligible for the Maryland Safe at Home Address Confidentiality Program. The program provides a substitute address for victims of domestic violence who have moved or are about to move to a location unknown to their abuser. It also offers free confidential mail-forwarding for first-class mail and legal papers. Application assistants can help you apply. Call 1-800-633-9657 ext. 3875, visit <http://sos.maryland.gov/ACP>, or email safe.athome@maryland.gov.

WHAT HAPPENS IN COURT?

At your hearing or trial, you have an opportunity to testify. Witnesses who have first-hand knowledge about your case may also testify. You may present evidence that may be accepted by the court under the Rules of Evidence. The other side will also have a chance to present his / her side of the case and offer testimony, witnesses, and evidence. Each side may cross-examine (ask questions of) the other side's witnesses about their testimony. In preparing for your court day, keep the following in mind:

- Arrive before your scheduled trial time. You must go through security and find the courtroom where your case will be heard.
- Prepare the documents and evidence that you want to show the court. Have at least three (3) copies of any documents you bring: one (1) for the court, one (1) for the other side, and one (1) for yourself. The court is not required to make copies for you.
- If you filed the initial case and fail to appear for the hearing date, your case may be dismissed. If a Counter-Complaint was filed and you fail to appear, the other side may still proceed and could be granted the relief requested in his or her papers.
- If you have an emergency that prevents you from appearing for your hearing, contact the court before the hearing. However, contacting the court does not necessarily mean that your case will be postponed.
- Children under 18 should not be witnesses in a divorce or custody trial. However, if the court has ordered you to bring your child(ren) to court, you must do so. If you believe your child(ren)'s testimony is necessary, speak with a lawyer about how to present this to the court. If a parent must be in court, and needs child care, some courthouses provide this service. Please check the website of the courthouse.
- When the hearing or trial is complete, the magistrate or judge will make a decision. He or she may state the facts, evidence, and the law that applies in their decision (or ruling) either that day or in a written decision mailed to both sides on a later date.
- You should consider consulting or hiring a lawyer to help you.

WHAT HAPPENS AFTER COURT?

What happens after a decision is made depends on whether a judge or magistrate heard your case.

- If your hearing was in front of a judge, he or she will sign a final order. You may receive the order at the end of the hearing or by mail.
- If your hearing was in front of a magistrate, he or she will issue a Report and Recommendations with findings of fact and a proposed order. A judge will review it before it becomes final. After 10 days, a judge will sign the order and it will be mailed to both sides.
- If either party believes that the magistrate or judge made an error in applying the law in their case, there are procedures for requesting the court to review the decisions and orders. You may file exceptions to a magistrate's report, or an appeal of a judge's decision to another (higher) court. Requests for review, exceptions, or an appeal are complex with specific requirements and strict deadlines. Speak with a lawyer before filing any further papers.

DICTIONARY GLOSSARY OF COMMON LEGAL TERMS

Affidavit: A written statement made under oath.

Alimony: Court-ordered payments made by one (1) spouse to the other for support.

Annulment: A court's decision that a marriage is void; it never legally existed. It is available only under certain limited circumstances.

Answer: A written response to a complaint, petition or motion.

Arrears: The amount of money a person failed to pay when due. A person who does not make court-ordered payments such as alimony or child support is "in arrears" for the amount he or she owes.

Certificate of Service: A written statement filed with the court as proof that copies of papers filed with the court were given to the appropriate parties.

Child Custody: Court-ordered arrangement of who children live with and how decisions about them will be made. There are two (2) types of custody:

- **Legal Custody/Decision-making authority:** Refers to how long-term decisions about children's education, health, religion, etc. are made.

- **Physical Custody/Parenting time:** Refers to where children live and the amount of time they spend with each parent.

Child support: The amount of financial and other support each parent is responsible to provide for the care of their minor child(ren).

Child support guidelines: Maryland's guidelines are used to determine the appropriate amount of child support. The guidelines formula calculates support based on the number of children in the family, additional expenses (for example, child care and health insurance), and the combined gross income of the adults. The court may award child support higher or lower than the guidelines. See the Annotated Code of Maryland, Family Law Article, Sections 12-201 through 12-204.

Civil (or Court) Clerk: A court employee who receives and maintains case files and issues some court documents such as writs of summons, copies of court orders, and other notices.

Complaint: One (1) type of legal paper that starts a case. The person who files the initial case is referred to as the plaintiff and the person against whom the complaint is made is the defendant.

Contempt: The failure to follow a court order. One (1) side may request that the court determine that the other side is in contempt. If the court determines that a person is "in contempt," it can punish him or her.

Contested Case: A case that involves one (1) or more disputed issues.

Counter-Complaint/Counterclaim: A complaint the defendant files against the plaintiff after the plaintiff's initial complaint.

Custody: The legal arrangements regarding with whom a child will live and how decisions about the child will be made. Custody has two (2) parts: legal and physical. Legal custody refers to decision-making authority. Physical custody refers to the child(ren)'s time with each parent. Parents may agree on the custody arrangement that is in the best interest of their child(ren). If the court decides custody, the judge determines what is in the best interest of the children, and makes an order.

Decision/Judgment/Opinion/Ruling: The result reached by the court in resolving the disputes in a case.

Default: A party's failure to file a timely answer to a complaint, motion or petition after proper service of process has been made. After a certain time has passed, the plaintiff can ask the court for a default judgment.

Default Judgment: A court's finding on behalf of a plaintiff because the defendant did not respond to a complaint, motion, or petition.

Defendant: The person the case is brought against. If a defendant files a counter-complaint, he or she becomes the counter-plaintiff.

Discovery: A process in which each party is allowed to investigate the other side's case and get information related to the case before a trial or hearing. Special rules determine how and when discovery occurs.

Discovery methods include:

- **Interrogatories:** Written questions one side gives the other side to answer under oath.
- **Oral Depositions:** In-person question-and-answer sessions about the facts of a case. Answers are made under oath and recorded.
- **Requests for Production, Inspection and Copying of Documents:** Asking one (1) party to give the other party documents related to the case.
- **Orders for mental or physical examinations:** Asking a party to be examined by an expert.
- **Requests for Admissions of Fact:** Asking the party to admit to facts so that those facts do not have to be decided by the court.

Dissolution: Another name for the legal end of a marriage.

Divorce: A process for the ending of a marriage. There are two (2) types of divorce:

- **Absolute Divorce:** The legal ending of a marriage. Once granted, both parties can remarry.
- **Limited Divorce:** Establishes certain legal arrangements regarding custody, alimony, use of the marital home, etc., while the parties are separated. Does not end the marriage (spouses cannot remarry).

Evidence: Testimony of witnesses and documents presented to and considered by the court in making a decision. Rules of evidence are complicated and technical, you should consider consulting or hiring a lawyer to help you.

Exhibit: A document or object admitted into evidence to prove or disprove an issue in court.

Filing: The process of giving the clerk of the court papers in a case. Those papers are also called "filings." Some filings require payment of fee.

Grounds for Divorce: The legal basis for a divorce. The law sets out specific circumstances under which a divorce may be granted. Before the court will grant a divorce, the person seeking the divorce must prove that those conditions exist.

Hearing: A legal proceeding during which an issue is presented to a judge or magistrate.

Judge: A court official with the authority to hear and make decisions about a case.

Judgment: A court's decision (the final order of the court). For example, the court will enter a Judgment of Absolute Divorce. A judgment also refers to the grant of money such as for fees and costs, contempt fees, or attorney fees to be paid by the other party.

Jurisdiction: Refers to the authority of the court to hear and decide a case.

Marital Property: All property acquired during the marriage, even it is not titled in both names, with some exceptions. See Annotated Code of Maryland, Family Law Article, Section 8-201(e) for definition and Sections 8-203 through 8-205 for how the court treats marital property. Marital property can be divided when spouses divorce. If spouses cannot agree, the court will decide. You should consider consulting or hiring a lawyer.

Family Use Personal Property: Personal property acquired during the marriage and used for family purposes (e.g., family car, family home, furniture, appliances, etc.).

Use and Possession: Under certain circumstances the court may grant use and possession to the parent who has primary custody of the minor child(ren) of the marriage, allowing that parent and the child(ren) to live in the family home and/or use family property for up to three (3) years from the date of the divorce.

Family Magistrate: A court official who hears cases. A magistrate's decision is reviewed by a judge before it is final.

Mediation: A process in which the parties meet with a trained, neutral third-party (a mediator) who helps them resolve issues and reach an agreement. With some exceptions, most courts refer parties in family law cases involving children to mediation.

Modification: A change to an existing order. A party asking the court for a modification must show that there has been a "material change in circumstance" since the date of the existing order.

Motion: A request during a case for the court to take certain action in a case.

Non-Marital property: Property acquired before marriage by one spouse, third-person gifts to one spouse, and inheritances made to one spouse. Non-marital property will not be divided by the court unless the spouses agree, or the property has been commingled with marital property.

Oath: A promise to tell the truth subject to criminal penalties for lying. Oaths can be oral (for example, made in court while testifying or during a deposition) or written (for example, by signing a form or an affidavit).

Order: A written directive to the parties based on a ruling/decision of the court about the issues stated in a complaint, petition, motion, or other matter; a command that one or both parties must follow.

Order of Default: A court's order allowing a party's case to proceed without the participation of the other party, who failed to file a timely Answer after proper service of process was made.

Parties: The two (2) sides in a case; the plaintiff and the defendant. There may be more than one (1) plaintiff and defendant named in a case.

Pendente Lite: Temporary arrangements for child custody, child support, child visitation, alimony, use and possession of the family home/property, etc. until a final hearing or trial in a case.

Petition: One (1) type of legal paper that starts a case. The person who files the case is the petitioner. The person who is served is the respondent. For example a Petition for Protection from Domestic Violence or a Petition for Contempt.

Plaintiff: The person who files the initial case. If a counter-complaint is filed by the opposing party, the plaintiff also becomes the "counter-defendant."

Pro se/Self-Represented Litigant/Proper Person: A person who represents themselves in court without a lawyer.

Reconciliation: Married but separated people getting back together.

Service of Process (or "Service"): Providing a copy of the papers being filed to the other side.

Spouse: The person to whom you are married; husband or wife.

Subpoena: A form issued by the court requiring someone to appear in court and/or to provide documents.

Uncontested Divorce Case: When neither spouse disagrees with the divorce *and* there are no issues for the court to decide about children, money or property.

Venue: The county or city where the case is heard.

Writ of Summons: A form issued by the court directing a party to respond to a complaint, motion or petition.

(DRIN 0-1) General Instructions

Child Support, Custody and Visitation Forms:

- (DR1/DRIN1) Complaint for Child Support with Instructions
- (DR2/DRIN2) Petition for Contempt - Failure to Pay with Instructions
- (DR3/DRIN3) Petition for Contempt - Denial of Visitation with Instructions
- (DR4/DRIN4) Complaint for Custody with Instructions
- (CCDR5/DRIN5) Complaint for Visitation with Instructions
- (CCDR6/DRIN6) Petition/Motion to Modify Child Support with Instructions
- (DR7/DRIN7) Petition to Modify Custody/Visitation with Instructions
- (CCDR78/DRIN78) Petition to Enforce and-Foreign Custody Order with Instructions
- (DR79/DRIN79) Petition to Register a Foreign Custody Order with Instructions
- (DR80) Application for the Issuance of a Warrant
- (CCDR95/DRIN95) Counter Complaint for Custody/Child Support with Instructions

Divorce Forms:

- (CCDR20/DRIN20) Complaint for Absolute Divorce with Instructions
- (CCDR21/DRIN21) Complaint for Limited Divorce with Instructions
- (CCDR94/DRIN94) Counter Complaint for Absolute Divorce with Instructions

Financial Forms:

- (DR30) Financial Statement - Short
- (DR31) Financial Statement - Long
- (DR32) Motion for Waiver of Prepayment of Filing Fees
- (DR33) Joint Statement of Marital Property
- (DR34) Child Support Guidelines - Worksheet A
- (DR35) Child Support Guidelines - Worksheet B

Other Forms:

- (DCIR) Domestic Case Information Report
- (CCDC41) Request for Spoken Language Interpreter
- (CCDC49) Request for Accommodation by Persons with Disabilities
- (DR50/DRIN50) Answer to Complain/Petition/Motion with Instructions
- (DR53) Show Cause Order
- (DR54) Request for Order of Default
- (CCDR55) Affidavit of Service (Private Process)
- (CCDR56) Affidavit of Service (Certified Mail)
- (CCDR96) Address Change Request
- (DR57) Order
- (DR58) Certificate of Service
- (DR59) Request for Hearing or Proceeding
- (DR74) Motion for Stay of Earnings Withholding Order
- (DR76) Supplemental Page
- (DR77) Motion for Postponement

Change of Name Forms:

- (DR60/DRIN60) Petition to Change Name (Adult) with Instructions
- (DR61) Notice for Publication (Adult)
- (DR62/DRIN62) Petition to Change Name (Minor) with Instructions
- (DR63) Consent to Change of Name (Consent of Parent)
- (DR64) Consent to Change of Name (Person on Birth Certificate)
- (DR65) Notice for Publication (Minor)
- (DR75) Certificate of Publication
- (JO12) Order for Change of Name
- (CCJ032) Order for Change of Name of a Minor

Alternate Service Forms:

- (DR70/DRIN70) Motion for Alternate Service with Instructions
- (DR71) Order for Alternate Service
- (DR72) Notice - Alternate Service
- (DR73) Affidavit

Guardianship Forms:

- (DR84/DRIN84) Petition for Appointment of a Guardian with Instructions
- (DR82) Notice to Interested Persons
- (DR83) Advice of Rights
- (DR89) Parent's Consent to Guardianship
- (DR90) Minor's Consent to Guardianship
- (DR85/DRIN85) Answer to Petition of Guardianship with Instructions
- (DR91/DRIN91) Initial Inventory of Assets with Instructions
- (DR92/DRIN92) Annual Fiduciary Report with Instructions
- (DR93/DRIN93) Annual Report of Guardian of Person with Instructions
- (CCJ033) Show Cause Order