

# APPALACHIAN RESEARCH & DEFENSE FUND OF KY ("APPALRED LEGAL AID")

## Self-Help Divorce Packet INSTRUCTIONS for

Couples **WITHOUT** Children **of this Marriage** Who Are Under the Age of 18  
(Note: any children who have been **adopted** (this does not include children you are temporarily caring for, even if you have legal "custody" of them) by you and your husband or wife during your marriage would also be considered "children of the marriage")

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These instructions will tell you, step-by-step, how to fill out the forms in this packet and file your divorce case with the Court. Read over these instructions before you start, so you can gather the information you need to complete the forms. (Note: If this process seems overwhelming, you may want to ask a friend for help.)

Each form has a number in the UPPER LEFT-hand corner of the form. These instructions will take each form, in order, and explain how to complete it. You must use a black or blue pen (not a pencil) to complete these forms.

You will be able to submit all of these forms to the Court as soon as you complete them (after signing them and having them notarized as required by each form).

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### Form 1 (one page):

This form is a **Motion** asking the Court to "waive" (to say you do not have to pay) the filing fee involved in filing for divorce.

- On the second line from the top that says \_\_\_\_\_ Circuit Court, print the name of the county that you will be filing your divorce in.
- In the space under the words "In Re The Marriage Of", print your name (you are the "Petitioner", because you are the one filing the divorce case)
- In the space under the word "And", print your husband's or wife's name; that person is the "Respondent".
- In the lower right section, on the line above where it says "PETITIONER", sign your name. On the lines below this, print

your name, your address and your phone number (including area code).

Form 2 (two pages):

This “**Affidavit**” is what the judge looks at to decide whether or not your income is low enough to have the filing fee waived.

- On the second line from the top that says \_\_\_\_\_ Circuit Court, print the name of the county that you will be filing your divorce in.
- In the space under the words “In Re The Marriage Of”, print your name (again, you are the “Petitioner”).
- In the space under the word “And”, print your husband’s or wife’s name – he or she is the “Respondent”.
- For question #1, put the number of children living in your household, **WHETHER OR NOT** (for this purpose) they are children of this marriage.
- For question #2, mark the box to the **LEFT** of the proper answer (for example, whether you are disabled, retired, unemployed full-time or employed part-time. If you are employed, put your hourly wage and how many hours per week you work. (If your work income is unusual – for example if you receive income only part of the year or your number of work hours varies week by week – write in an explanation of the situation in the margin of the page.)
- For question #3, check the box to the left of the type of income you receive, and on the line to the right enter the monthly amount you receive from that type of income. (For “other”, describe what type of income it is and enter the amount.)
- For question #4 (next page), check the box to the left if you own real estate or a mobile home, and print the location of these; and state how much (estimate if you need to) the property is worth (i.e. how much do you think you could sell it for?). Do the same for any car that you own (state the year and model, and say how much you think it could be sold for). Also state how much money you have in a savings account and a checking account (if you have these).
- Sign this Affidavit **IN FRONT OF A NOTARY PUBLIC, AND HAVE IT NOTARIZED BY THE NOTARY.**

**Form 3 (one page):**

This is the **Order** that will be signed by the judge, stating whether he or she is waiving the filing fee (saying you do not have to pay it, or that it is being decreased to an amount the judge believes you can afford).

- The only things you should do with this form is to print the name of the county you are filing the case in, on the line next to “Circuit Court” near the top of the page; and print your name on the line opposite “Petitioner” and your husband or wife’s name on the line opposite “Respondent”.

**Forms 4A and 4B (one page each):**

These forms (“**Case Data Information Sheets**”) are used by the clerks’ offices to coordinate and cross-reference cases involving the same parties as in the current case.

- On Form 4A you will enter complete identifying information about you, your husband or wife, and **ANY CHILDREN IN YOUR HOUSEHOLD, whether or not they are children of this marriage.** Form 4B is “redacted” (identifying information such as social security number and date of birth is eliminated or abbreviated, to protect the privacy of the person involved).
- In the top middle block of both forms, check the block for “Family Court”
- The left hand column is for your information (because you are the Petitioner). Print your name, address, phone number, and, on Form 4A, date of birth and social security number. For “relationship to Respondent”, print “spouse”.
- Under “other parties/children”, list **any** children living in your household, even if they are not children of this marriage, with their address, phone number and, on Form 4A, their date of birth and social security number. Print their relationship to you (i.e. “child”, “grandchild”, “niece”, “child of my spouse”, etc.)
- In the right hand column, print as much information as you know about your husband or wife, in the same categories as you used for your own column.
- In the lower right corner of the page, sign the form, saying whether you are the Petitioner or the Respondent, and print your name, address and phone number (including area code).

- Copy all the same information from Form 4A onto **Form 4B (the redacted form)** EXCEPT for social security numbers and dates of birth.

Form 5A and 5B (six pages each):

This is the **Petition** that formally begins your divorce case. Like the previous forms, there is an “A” form and a “B” form – the “A” form includes all identifying information such as social security numbers and dates of birth, and the “B” form “redacts” (removes) those identifying things, protecting your privacy.

- Print the county your are filing in on the line next to “Circuit Court”, near the top of the page.
- Print your name as “Petitioner” under the line “In Re the Marriage Of”
- Print your wife’s or husband’s name opposite the word “Respondent”
- IF you have a domestic violence order (a “protective order”, or “DVO”), put the case number for that Order on the line next to “Domestic Violence Order #”
- Line #1: put the date of your marriage (day, month and year) on the appropriate line, as well as the County and State you were married in.
- Line #2: put your date of birth and age on the appropriate lines, as well as your CURRENT street address, city and state and zip code. Check the box to the left of the correct answer of whether or not you have lived in Kentucky continuously for the past 180 days (six months). If you have moved back and forth between states during that time, then you have NOT lived in Kentucky continuously for the past 180 days. At the end of Line #2, in the appropriate blank, put how long you have lived in Kentucky.
- Line #3: Enter your wife’s or husband’s (“Respondent’s”) date of birth on the appropriate line, as well as his or her age and current STREET address, city, state and zip code. Mark the box to the left of whether your wife or husband “has” or “has not” lived in Kentucky continuously for the past six months, and on the appropriate line enter the year (or age) when your husband or wife first lived in Kentucky.
- Line #4: Enter YOUR social security number.

- Line #5: Enter YOUR WIFE OR HUSBAND’S social security number.
- Line #6: Enter the approximate date of when you and your husband or wife separated.
- Line #7: No action required.
- Line # 8: Check the box to the left about whether or not you (the Petitioner) ARE pregnant or are NOT pregnant. (Note: Yes, you must answer this question no matter what your age is!)
- Line # 9: No action required.
- Line #10: Check one of the three boxes about MARITAL property and debts (“marital property” and “marital debts” are ANY property either you or your husband or wife bought during your marriage, no matter which of you currently has possession of it; and any debt either of you took on during your marriage, no matter which one of you signed for the debt.)
- On the next page (at the end of Line #10), print your name as Petitioner (i.e. ACCORDINGLY, the Petitioner, \_\_\_\_\_ demands as follows:)
  - @ A. No action required
  - @ B. Maintenance: check the box to the left of WHETHER OR NOT either of you will request that the other pay “maintenance” (“alimony”). (Note: If either of you requests Maintenance, the Court will decide whether or not it is awarded, usually depending on factors such as the length of the marriage, your income compared to that of your husband or wife, and your expenses. It is usually awarded for a temporary period of time – to give time, for instance, for the person receiving it to get training, get established in job, etc.)
  - @ C. No action required.
  - @ D. No action required.
  - @ E. If you (Petitioner) are a woman and **IF** you WANT to change your name back to your former name, check the box to the left of the words “The Petitioner” and on the line following the sentence, print the name that you want to have.

- Print your name (as Petitioner) on the line below this. **DO NOT SIGN THIS FORM UNTIL YOU SIGN IT IN FRONT OF A NOTARY PUBLIC** (the place for the notary to sign is on the next page).
- You need to give a copy of this Petition to your husband or wife (the Respondent).

**Form 5B:** This is the **“redacted” Petition**. Copy everything from Form 5A onto Form 5B. The **ONLY** different between the two forms is that the dates of birth and social security numbers of both parties are “redacted” (removed) on form 5B. This is required by state law as a way to protect the privacy of people named in the divorce documents. Again, **DO NOT SIGN THIS FORM UNTIL YOU SIGN IT IN FRONT OF A NOTARY PUBLIC**.

**Form 6:** **Simplified Preliminary Disclosure Statement**. This form tells the Court about your financial situation – your property, income, debts and expenses.

- At the top heading of the form, check the box to the left of the word “Preliminary”.
- In the box to the right of the heading, print the word “Family” next to the word “Court”, and the print the name of the county where you are filing your divorce.
- Print your name on the line under the sentence “In Re the marriage of”: (as Petitioner), and your husband or wife’s name on the line under the word “and” (as Respondent).
- Check the box to the left of the word “Petitioner” (under the lines where you have printed the names of the parties).
- Under “Identifying Information of Both Parties”, in the left-hand column, print YOUR information (as Petitioner) – you name, street address, city, state and zip code; your age and phone number (include the area code). In the column to the right (under “Respondent”), print the same information about your husband or wife.
- Under “Income and Employment Information of Both Parties”, print your information in the left-hand column as Petitioner (employer name, gross (BEFORE taxes or anything else are taken out) monthly income (from employment), and “other income” (for instance social security, disability, etc.). In the

right-hand column, enter the same information about your husband or wife, as Respondent.

- Under Marriage Information, print the date of your marriage, the date you and your husband or wife separated, and the place you were married (city, county and state).
- Under Children's Information, enter the number of children you and your wife or husband have TOGETHER (these are the "children of the marriage"). **Because this packet is for couples WITHOUT children of the marriage, you will be entering the number "0" on this line, will not be filling in any information in the boxed area, and will skip questions "B", "C", and "D".**
- Under Summary of Assets & Debts: Check the box to the right of whether or not you own any of the assets listed. (Note: "real estate" is a house; if you own a mobile home you should list that under "other assets").
- Check the box to the right of whether or not you and your husband or wife have already divided your property.
- There are five sections ("Item 1" to "Item 5") where you should describe the property you checked "yes" to in the list above; for each item, describe it, states who currently has it, estimate how much you think it is worth ("fair market value"); if you owe anything on it state that amount; if you are making monthly payments on it, state how much the monthly payment is. Subtract that amount from "fair market value" and enter the result on the line "net value or equity". If you have more than five items, use a separate piece of paper to describe the rest of them. (and mark the box to the left of "yes" for "more OTHER ASSETS attached?" – otherwise mark the box to the left of "No".) Add the totals of "Net Value or Equity" and enter it on the line titled "Total Values".
- At the sentence "Do you owe any debts?" Answer the question by checking the box to the left of the correct answer.
- If you marked "yes", there are enough sections following to describe five of these debts (if you have more than five debts, list them on a separate piece of paper and check the box to the left of the correct answer.)
- In each of the five sections (i.e. "Creditor 1, Creditor 2, etc."), list the creditor, print the name of whether you or your husband or

wife (or both) is listed on the debt, state the monthly payment, and what the current balance is. For “premarital account”, the answer is “yes” IF either you or your husband or wife had this debt BEFORE you were married to each other.

- Add all the balances and enter the amount next to “Total Debt Balances”, at the bottom right of the page.
- For the question “Are you claiming a right to maintenance?” (just above the boxes for expenses), check the box to the left of whether or not you are asking for maintenance (“alimony”). If you mark “yes”, you need to complete the two column boxes for expenses; the court will use these to decide whether or not to award you maintenance/alimony, balances you income and expenses against those of your husband or wife.
- For the columns “Common Expenses for Family” and “Your Personal Expenses”, estimate your monthly expenses in each of the categories listed, and total all of these amounts in “Grand Total” (the box at the lower right corner of the page).
- On the next page, print your name on the line under the word “VERIFICATION”. **DO NOT SIGN THIS FORM UNTIL YOU SIGN IT IN FRONT OF A NOTARY PUBLIC.**
- Under the heading “CERTIFICATE OF SERVICE”, check the box to the left of how you have given a copy of this form to your husband or wife (which you are required to do); you can mail it to him or her, hand-deliver it to him or her, or scan and email it to him or her. Then sign on the signature line of that section, check the box next to “Petitioner”, and print your address, phone number(including area code), fax and email number.

**Form 7: Entry of Appearance and Waiver**

- This is a form that your husband or wife (the Respondent) must sign, in front of a notary public, saying that he or she has read the Petition and is OK with the Court going forward with this divorce, and that he or she is giving up his/her right to have an attorney represent him or her.
- At the top of the page, next to the words “Circuit Court”, print the name of the County you are filing the divorce in.
- Under “In Re The Marriage Of” print your name (Petitioner); under the “V” print your husband or wife’s name (Respondent).



- Your husband or wife (Respondent) must sign this form **IN FRONT OF A NOTARY PUBLIC.**

Form 8: **Marital Settlement Agreement** (this is a form that both you (Petitioner) and your husband or wife (Respondent) will need to sign in front of a Notary Public.

- At the top of the form, next to the words “Circuit Court”, print the name of the county you are filing your divorce in.
- Under the words “In Re the Marriage of”, print your name (Petitioner); on the line under the letter “V”, print the name of your husband or wife (Respondent)
- # I. No action needed.
- # II. No action needed
- # III. List the names of any children of the marriage; next to their names, enter their dates of birth. (If there are more than four children of the marriage, write their information on a separate sheet.)
- # IV. **Non Marital Property** (property that either you (Petitioner) or your husband or wife (Respondent) owned BEFORE you were married, no matter who is using it now.
  - If neither one of you owns any non-marital property that has NOT yet been returned to which of you owned it before the marriage, check the box to the left of that sentence.
  - Or, if you (Petitioner) have non-marital property that you will be keeping, describe it on the lines provided.
  - And if your husband or wife (Respondent) has any non-marital property that he or she will be keeping, describe it on the lines provided.
- # V. **Marital Property** (property that either you or your husband or wife bought during the marriage, no matter who is currently using it).

- **A. Real Estate** (“real estate” is a house, whether or not you or your husband or wife are living in it.) If you and/or your husband or wife **DID NOT** buy one of these during this marriage, or if either or both of you bought one but no longer own it, check the box to the left of the sentence “The parties own no marital real estate.”
- **OR**, if either or both of you **DID** buy a house during this marriage and you plan to sell it after your divorce, check the box to the left of that sentence, and on the line provided, state the complete address of the house. On the lines at the end of that sentence, state how you (Petitioner) and your husband or wife (Respondent) will split the proceeds of that sale (i.e. “50% for Petitioner” and “50% for Respondent”, or whatever percentage you and your husband or wife have agreed on.
- **OR**, if you and your husband or wife have agreed that one or the other of you will get the house, check the box next to which party that is (you, the Petitioner, or your husband or wife, the Respondent). Also state, on the line provided, the complete address of the property. Then, on the lines in that paragraph, state the number of days you or your husband or wife are giving the other party to refinance the house, and how days you or he/she are giving the other party to pay the other for their share of the property. If the party keeping the property **IS NOT** paying the other party anything for his or her share, check the box to the left of that statement, or enter an amount that the person keeping the property **WILL** pay to the other party.
- As it states after the two asterisks (\*\*), the person **NOT** keeping the property needs to sign it over with a Quitclaim Deed when they receive payment for it, or if no payment is being made within 30 days of the signing of this Agreement.
- **B. Vehicles**. If you (Petitioner) will not be receiving a vehicle (car, van, etc.) in this divorce, check the box to the left of “no vehicle”. If you **WILL** be received a vehicle in this divorce, check the box to the left of “the following vehicle(s)” and describe

the vehicle on the line provided (i.e. make, model, year, color). Make the same entries about whether or not your husband or wife (Respondent) is receiving a vehicle through the divorce. Then, on the line provided, state how much time (in days) you are agreeing that the person receiving the vehicle has to refinance the vehicle (if it is being financed).

- **C. Bank Accounts**. If you (Petitioner) and your husband or wife (Respondent) have already divided any bank accounts you have together (and are keeping any that you have separately), check the box to the left of that statement.
- **OR**, if you and your husband or wife are agreeing to give any bank accounts to one or the other of you, check the box to the left of Petitioner and, on the line provided, say what kind of account(s) this/these are, and what bank they are with (do NOT write the account numbers). Do the same for any bank accounts being awarded to your husband or wife (Respondent).
- **D. Personal Property/Household Goods**
- If you and your husband or wife have already divided all personal property and household goods (for instance, pots and pans, furniture, etc.), check the box to the left of that sentence.
- If you (Petitioner) are receiving certain of these items through the divorce, check the box to the left of that statement, and on the lines provided describe those items.
- Then give the same information for your husband or wife (Respondent)
- **E. Retirement**
- If neither you nor your husband or wife have retirement funds (i.e. a pension), check the box to the left of that statement.

- If you and/or your husband or wife have a pension but are planning to keep it, check the box to the left of that statement.
  - **F. Other Marital Property**
  - If you (Petitioner) or your husband or wife (Respondent) have any other MARITAL (bought by either of you during this marriage) that is being awarded to one or the other you, check the appropriate box and describe it on the lines provided. (NOTE: If you or your husband or wife have made other arrangements about your pension(s) (other than each keeping his/her own), you can use these lines to describe those arrangements.)
- **# XVI. Debts**
  - If there are no marital debts (debts either you or your husband or wife took on during this marriage, no matter who is currently paying them), check the box to the left of the sentence “There are no marital debts”.
  - OR, if there ARE marital debts but you and your husband or wife have already decided how to divide the, check the box to the left of that sentence.
  - OR, if there are marital debts that will be taken on by you (Petitioner), describe those on the lines provided.
  - OR, if there are marital debts that will be taken on by your husband or wife (Respondent), describe those on the lines provided.
  - **EQUITABLE DIVISION OF PROPERTY:** if both of you agree that the way your marital property and debts have been divided is fair (“equitable”), check the box to the left of this statement.
  - OR, if you and your husband or wife do not believe the division of property and debts are fair (“equitable”), check the box to the left of that statement. Then check the box to the left of whether

you (Petitioner) or you husband or wife (Respondent) will pay the other of you a certain amount to make the agreement fair; then enter the amount that will be paid, and when (in how many days) that payment will be made.

**# XVII Maintenance (“Alimony”)**

- If neither you or your husband or wife is asking for Maintenance (“alimony”) from the other, check the box to the left of that statement. **BE AWARE** that this is something you need to think about carefully; if you check this box, the Court may not allow you to change your mind about this later – you will most likely be giving up your chance to request “alimony”.
- If you and your husband or wife are **AGREEING** that one of you will pay maintenance/alimony to the other, check the box to the left of which of you (Petitioner or Respondent) will be **PAYING** it, and enter, on the lines provided, the monthly amount of these payments and the beginning and ending dates of these payments.
- **THIS FORM MUST BE SIGNED IN FRONT OF A NOTARY PUBLIC BY BOTH YOU AND YOUR HUSBAND OR WIFE** (you may do this separately).

**Form 9: Final Verified Disclosure Statement (this form tells the Court whether there have been any changes in your information since you first filed you divorce case.**

- At the top center of the page, check the box to the left of the words “Final Verified Disclosure Statement”
- In the section to the right of this, print the name of the Court (“Family”) and under this the County where you are filing this divorce.
- Under “In Re: the Marriage Of”, print your name (Petitioner) and under the word “and”, print your husband or wife’s name (Respondent)
- On the line that begins with the word “I”, print your name (Petitioner), and again print it next to the word “Name”; then

print the information requested (complete address, age; place of birth; date and place of the marriage; spouse's name (your husband or wife); your spouse's age; the name of your current employer (if you are unemployed or disabled, print those words in this space); if you are working, enter how much money you earn weekly, monthly, or however you are paid (and next to the word "per" state how often you are paid). On the line at the end of the sentence "My total gross monthly income (from all sources) is, be sure to put your "gross" income (the total income BEFORE taxes or anything else is taken out).

- If you have had any court cases in the past year, give the name and case number of the case(s) and briefly describe what it/they are about.
- The Court may ask you to provide your three most recent pay stubs and your most recent federal and state tax returns.
- On the next page, sign this form **IN FRONT OF A NOTARY PUBLIC**.
- Below the heading "Certificate of Service", state how you will be or have given a copy of this Final Verified Disclosure Statement to your husband or wife (check the box to the left of the way you gave it to him or her (i.e. "mail", "hand-delivery", etc.) and state the date that you gave it to him or her and the address that you gave her mailed it to him or her at. Then sign this section and check the box to the left of the word "Petitioner". Then print you address, phone number (including area code), fax number (if you have one, including area code) and email address.

**Form 10: Deposition**

- Next to the words "Circuit Court" near the top of the page, print the name of the County where you are filing your divorce case.
- Next to "Case Number", put the case number that the clerk assigned to your case (you should have this on your copy of the Petition that you filed earlier).
- Under "In Re: the Marriage of:" print your name (Petitioner); under the "v", print your husband or wife's name (Respondent).
- # I: No action necessary.
- # II: No action necessary.

- # III: Enter your age.
- # IV: Check the box to the left of whether you are “unemployed”, “disabled”, “retired”, or “employed”. If you are employed, print, on the line provided, what kind of work you do.
- # V: Enter the age of your husband or wife.
- # VI: Check the box to the left of whether your husband or wife is “unemployed”, “disabled”, “retired”, or “employed”. If he or she is employed, print, on the line provided, what kind of work he or she does.
- # VII: Enter the date of your marriage, the county you were married in and the state you were married in.
- # VIII: Enter the date that you and your husband or wife separated.
- # IX: Check the box to the left of the sentence saying there are no minor (under the age of 18) children of this.
- # X: If you (a woman) are the Petitioner, check the box to the left of the phrase “I am not”; if you as the Petitioner are a man, check the box to the left of the phrase “my wife is not pregnant”. **THIS ASSUMES THAT NEITHER OF YOU IS, IN FACT, PREGNANT. IF EITHER OF YOU IS PREGNANT, THE COURT MAY DETERMINE THAT YOUR DIVORCE CANNOT BE COMPLETED UNTIL THE BABY IS BORN AND PATERNITY HAS BEEN ESTABLISHED.**
- # XI: No action required.
- # XII: No action required. (Again, if one of you is on active duty in the military, the Court may require further action before your divorce can be granted.)
- # XIII: This packet assumes that you and your husband or wife have signed and filed a Separation Agreement; therefore, you should **check the box to the left of the sentence “We have entered a marital separation agreement that has been filed with the Court.”** (The box saying that the Respondent is in default would be used if there were no agreement and the Respondent had not filed a Response to the Petition.)

- # XIV: If you (Petitioner) are the wife, circle the word “wife” and check the box to the left of whether or not you want to be restored to your former name (either your maiden name or a former married name); then print the name you want, on the line provided. (Obviously, if you are a man you do not have a different name to return to, and only your wife can ask that her name be changed – in other words, you cannot ask the Court to change your wife’s name.)
- This form must be signed **IN THE PRESENCE OF A NOTARY PUBLIC**. Also, under your signature, print your name, address, and phone number (including area code).

**Form 11: Findings of Fact and Decree of Dissolution of Marriage**

- Next to the words “Circuit Court” near the top of the page, print the name of the County where you are filing this divorce.
- Next to the words “Case No.” enter the case number of this divorce (which you should have on the Petitioner you filed earlier).
- Under the words “In Re: the Marriage Of”, print your name (as Petitioner); under the letter “V” print the name of your husband or wife (as Respondent).
- # 1: Check the box to the left of whether you, your husband or wife, or both of you have lived in Kentucky continuously for the past 180 days (six months).
- # 2: Enter the date of your marriage, the county in which you were married, and the state in which you were married, on the lines provided.
- # 3: No action required.
- # 4: No action required.
- # 5: Check the box to the left of the sentence “No children were born of the marriage.” OR, if you had children of the marriage but they are now older than the age of 18 and/or are NOT still in high school, check the box to the left of that sentence.
- # 6: No action required.



- #7: No action required.
- In the section **IN IT HEREBY ORDERED AND ADJUDGED THAT:**
- # 1: Print your name (Petitioner); then print your husband or wife's name (Respondent) and the date of your marriage on the lines provided.
- # 2: No action required.
- # 3: If the wife is taking her former name back, check the box to the left of that sentence, and print the name she will be using. OR, if she/you will not be changing her/your name, check the box to the left of that statement.
- # 4: No action required.
- LEAVE THE LINES FOR "JUDGE", CIRCUIT COURT, AND DATE **BLANK (the judge will fill these out).**
- Under the words "Tendered By":, sign your name **IN FRONT OF A NOTARY PUBLIC** (the notary section is on the next page), then print your name and print your address and phone number (including area code).
- Under the Section "Certification", print the name, street address, city, state and zip code, and phone number of your husband or wife. In the sentence below this, print the name of the County you are filing the divorce in, then sign your name and put the date. (this sentence says that you have mailed a copy of this form to your husband or wife, which you need to do.)

**Form 12: Motion for Final Decree**

- To the left of the words "Circuit Court" near the top of the page, print the name of the county you are filing this divorce in.
- To the right of the words "Case No.", enter the case number for this divorce case (which you can find on the Petition you filed earlier).
- Under the words "In Re: the Marriage Of", print your name (Petitioner); under the letter "v", print the name of your husband or wife (Respondent).

- On the lines provided under the word “Notice”, enter the date (month, day and year) that you are filing this Motion, and the time that you are filing it (circle whether this is a.m. (morning) or p.m. (afternoon)).
- # 1: On the lines provided, enter the date of this marriage, and the date of your separation.
- # 2: On the line provided, enter the date that you filed the Petition for this divorce (which should be at least 60 days before you are filing this motion; look for the filing date on the Petition you filed earlier.)
- # 3: Enter the date that you filed the Entry of Appearance that your husband or wife signed.
- # 4: No action required.
- # 5: No action required.
- # 6: No action required.
- Sign the form (this form does NOT need to be notarized), then print your name, your street address and your phone number (including area code).
- In the section under the word “Certification”, print the name of your husband or wife, his or her street address, city, state and zip code, and phone number (including area code). On the line provided, print, to the left of the words “Circuit Court”, the name of the county you are filing this divorce in, and sign and date the form. Mail a copy of this form to your husband or wife.

### **AOC FORM VS-300: CERTIFICATE OF DIVORCE OR ANNULMENT**

This form must be completed on a computer (if you do not have one, ask a friend or go to the public library and ask them to help you get on the Internet), and then printed on bonded, water-marked paper. We are enclosing two sheets of this paper with this packet (you will only need one – we are including an extra in case you need to correct a mistake).

Once you are on the Internet, go the Web address <https://kvets.chfs.ky.gov/Divorce/> (You can also find the site by “Googling” “Kentucky form VS-300) and following the links until you get to the form.) Once you are on the website, you can find the form by looking toward the lower left part of the page and finding the icon for the form. Click on that

icon, and it will give you a “fillable” form to fill out. You will need the following information to fill out the form, so have it ready before you go online:

- County you plan to file the divorce in (use the “drop down” box to find this county and click on it).
- Where it asks for “Divorce type”, use the drop down box and click on the word “Absolute”.
- Your (You are the “First Party”) full maiden name (obviously if you are male you will not have one)
- Your current legal name
- What you want your full legal name to be after the divorce
- Your date of birth
- Your age
- The city, county and state where you currently live
- The state or country that you were born in
- The number of times you have been married
- Your race
- What kind of work (“occupation”) you usually do (if you are disabled or unemployed, use that word in this space)
- What kind of business you work in (again, if you are disabled or unemployed, you can use that word in this space)
- You will need all these same pieces of information for your husband or wife (he or she is the “Second Party”) in order to complete the other half of this form.
- Place of this marriage (County and State; or Foreign County)
- Date of Marriage
- Number of Children (OF THE MARRIAGE) under the age of 18

- Attorney Name (NOTE: because you are filing this divorce “pro se” (on your own), YOU are acting as your own attorney, and your name will go in this plac
- Address (this will be YOUR address) (street address, city, state and zip code) – NOTE: enter the state by using the drop down box
- Phone number (yours, including area code)
- After you have completed the form, look toward the bottom right of the form and click on “Create PDF”. When you see the PDF, then click on “Open PDF” and then print the PDF ON THE BOND PAPER INCLUDED IN THIS PACKET. **(NOTE: IF YOU HAVE DOWNLOADED THESE FORMS FROM THE INTERNET, YOU WILL NEED TO BUY THIS TYPE OF PAPER TO PRINT THIS FORM ON; YOU SHOULD BE ABLE TO FIND IT AT STORES SUCH AS STAPLES OR WALMART.)**
- Sign the PDF in the blank marked “Attorney name”.
- You will be submitting this PDF to the court clerk with the rest of the documents when you file your divorce
- After you have completed, signed and notarized all of these forms, you can take them to the Family Court Clerk’s office (in counties that do not have a family court, you will bring them to the Circuit Court Clerk, and ask that the file them and open a divorce case for you. The clerk will then “file stamp” the Petition and other documents and will give your divorce a case number (keep a copy of this number so that you can follow the progress of your case). Be sure that the clerk knows that you are asking for the filing fee to be “waived” (that you will not be able to pay it because you cannot afford to do so).

COMMONWEALTH OF KENTUCKY

\_\_\_\_\_ CIRCUIT COURT

CASE NO. \_\_\_\_\_

IN RE THE MARRIAGE OF:

\_\_\_\_\_

PETITIONER

AND

**MOTION- AFFIDAVIT-ORDER**  
**TO PROCEED WITHOUT PAYING COURT COSTS**

\_\_\_\_\_

RESPONDENT

\*\*\*\*\*

The Petitioner comes without counsel and moves the Court to enter the attached order. The Petitioner's affidavit is attached.

\_\_\_\_\_

PETITIONER

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Address)

\_\_\_\_\_

(Phone)

COMMONWEALTH OF KENTUCKY

\_\_\_\_\_CIRCUIT COURT

CASE NO. \_\_\_\_\_

IN RE THE MARRIAGE OF:

\_\_\_\_\_

PETITIONER

AND

**AFFIDAVIT**

\_\_\_\_\_

RESPONDENT

\*\*\*\*\*

The Petitioner, after being first duly sworn, states that:

- 1. I have \_\_\_ child(ren) or  no child dependent on me for support.
- 2. I am  disabled  retired  unemployed  employed full-time  employed part-time, earning \$\_\_\_\_\_ per hour for \_\_\_\_\_ hours per week.

- 3. My monthly income consists of:
 

<input type="checkbox"/> gross earnings	\$ _____
<input type="checkbox"/> KTAP	\$ _____
<input type="checkbox"/> Food stamps	\$ _____
<input type="checkbox"/> Child support	\$ _____
<input type="checkbox"/> Social Security	\$ _____
<input type="checkbox"/> Social Security Disability	\$ _____
<input type="checkbox"/> Supplemental Security Income	\$ _____
<input type="checkbox"/> Unemployment Insurance	\$ _____
<input type="checkbox"/> Other	\$ _____

- 4. Apart from basic furniture and clothing, I own these assets:

real estate or trailer located at \_\_\_\_\_, worth \$ \_\_\_\_\_  
(value minus debt).

car \_\_\_\_\_ (year and model) worth \$ \_\_\_\_\_ (value minus debt).

savings \$ \_\_\_\_\_  checking \$ \_\_\_\_\_

other \_\_\_\_\_ ( specify), worth \$ \_\_\_\_\_.

5. On account of my poverty, I am unable to pay the cost of the proceeding.

\_\_\_\_\_  
PETITIONER

COMMONWEALTH OF KENTUCKY

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me by the above-named Petitioner on this \_\_\_\_\_  
day of \_\_\_\_\_, 2\_\_\_\_.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
STATE AT LARGE, KENTUCKY

COMMONWEALTH OF KENTUCKY

\_\_\_\_\_ CIRCUIT COURT

CASE NO. \_\_\_\_\_

IN RE THE MARRIAGE OF:

\_\_\_\_\_

PETITIONER

AND

\_\_\_\_\_

RESPONDANT

**ORDER**

\*\*\*\*\*

This case having come on the Court's docket on a motion for waiver of fees and costs associated with this action and to proceed *in forma pauperis* and the court having reviewed the record and being otherwise sufficiently advised;

IT IS HEREBY ORDERED AND ADJUDGED that the motion to proceed in *forma pauperis* is:

- Granted: There is sufficient reason to waive all fees and costs
- Denied: The Petitioner shall have thirty (30) days from the entry of this order to pay the fee in full. Failure to pay shall result in the dismissal of the above styled cases.
- The court hereby adjusts the filing fee based on Petitioner's affidavit to the following amount \$ \_\_\_\_\_.

\_\_\_\_\_  
JUDGE, \_\_\_\_\_ CIRCUIT COURT

DATE: \_\_\_\_\_

DISTRIBUTION LIST:

\_\_\_\_\_ PETITIONER

\_\_\_\_\_ RESPONDENT



AOC-FC-3  
Rev. 11-11  
Commonwealth of Kentucky  
Court of Justice *www.courts.ky.gov*  
 Minor Children Involved  
 Protective Order Issued For:  
 Petitioner  
 Respondent



CIRCUIT  DISTRICT  
 FAMILY COURT  
**CASE DATA INFORMATION SHEET**

**For Office Use Only**

Case #: \_\_\_\_\_  
County: \_\_\_\_\_  
Division: \_\_\_\_\_

**PETITIONER:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_  
DOB: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Relationship to Respondent: \_\_\_\_\_

**RESPONDENT:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_  
DOB: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Relationship to Petitioner: \_\_\_\_\_

For ALL OTHER PARTIES to this case: please list below the name, current address, date of birth (DOB), social security number (SSN), and relationship to the Petitioner, of any other parties to this action, or children of the Petitioner or Respondent. If there is not enough room below, please attach a separate sheet with all the information requested.

**OTHER PARTIES / CHILDREN:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_  
DOB: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Relationship to Petitioner: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_  
DOB: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Relationship to Petitioner: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_  
DOB: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Relationship to Petitioner: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_  
DOB: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Relationship to Petitioner: \_\_\_\_\_

Please list any / all cases, pending, or heard within the last five (5) years, that have involved the parties or children of the parties in Family, District or Circuit Court. Please provide the case number, name of party and type of case:

**NOTICE TO FILING PARTY: A REDACTED COPY MUST BE FILED PURSUANT TO CR 7.03.**

**This form shall be completed in full, pursuant to local rule and in compliance with federal law.**

\_\_\_\_\_  
Signature of Preparer / Relationship to Petitioner

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**DISTRIBUTION:** Cabinet for Health and Family Services, placing a copy in the County Attorney's Wage Withholding Order Box in Circuit Clerk's Office

AOC-FC-3  
Rev. 11-11  
Commonwealth of Kentucky  
Court of Justice *www.courts.ky.gov*  
 Minor Children Involved  
 Protective Order Issued For:  
 Petitioner  
 Respondent



CIRCUIT  DISTRICT  
 FAMILY COURT  
**CASE DATA INFORMATION SHEET**

**For Office Use Only**

Case #: \_\_\_\_\_  
County: \_\_\_\_\_  
Division: \_\_\_\_\_

**PETITIONER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

DOB: \_ xx/xx/ \_\_\_\_\_

SSN: \_ xxx-xx-xxxx \_\_\_\_\_

Relationship to Respondent: \_\_\_\_\_

**RESPONDENT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

DOB: \_ xx/xx/ \_\_\_\_\_

SSN: \_ xxx-xx-xxxx \_\_\_\_\_

Relationship to Petitioner: \_\_\_\_\_

For ALL OTHER PARTIES to this case: please list below the name, current address, date of birth (DOB), social security number (SSN), and relationship to the Petitioner, of any other parties to this action, or children of the Petitioner or Respondent. If there is not enough room below, please attach a separate sheet with all the information requested.

**OTHER PARTIES / CHILDREN:**

Name: \_\_\_\_\_ INITIALS ONLY \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

DOB: \_ xx/xx/ \_\_\_\_\_

SSN: \_ xxx-xx-xxxx \_\_\_\_\_

Relationship to Petitioner: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

DOB: \_ xx/xx/ \_\_\_\_\_

SSN: \_ xxx-xx-xxxx \_\_\_\_\_

Relationship to Petitioner: \_\_\_\_\_

Name: \_\_\_\_\_ INITIALS ONLY \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

DOB: \_ xx/xx/ \_\_\_\_\_

SSN: \_ xxx-xx-xxxx \_\_\_\_\_

Relationship to Petitioner: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

DOB: \_ xx/xx/ \_\_\_\_\_

SSN: \_ xxx-xx-xxxx \_\_\_\_\_

Relationship to Petitioner: \_\_\_\_\_

Please list any / all cases, pending, or heard within the last five (5) years, that have involved the parties or children of the parties in Family, District or Circuit Court. Please provide the case number, name of party and type of case:

**NOTICE TO FILING PARTY: A REDACTED COPY MUST BE FILED PURSUANT TO CR 7.03.**

**This form shall be completed in full, pursuant to local rule and in compliance with federal law.**

\_\_\_\_\_  
Signature of Preparer / Relationship to Petitioner

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

DISTRIBUTION: Cabinet for Health and Family Services, placing a copy in the County Attorney's Wage Withholding Order Box in Circuit Clerk's Office

COMMONWEALTH OF KENTUCKY

\_\_\_\_\_ CIRCUIT COURT

CASE NO. \_\_\_\_\_

IN RE THE MARRIAGE OF:

\_\_\_\_\_  
(Print name of Petitioner)

PETITIONER

V

**PETITION FOR DISSOLUTION OF MARRIAGE**

(Without Children Under 18)

\_\_\_\_\_  
(Print name of Respondent)

RESPONDENT

Domestic Violence Order # \_\_\_\_\_

\*\*\* \*\*

1. The parties are husband and wife having been lawfully married on \_\_\_\_\_  
(date of marriage)

in \_\_\_\_\_ County, \_\_\_\_\_, where the marriage is registered.  
(County) (State)

2. The Petitioner's date of birth is \_\_\_\_\_ and is \_\_\_\_\_ years of age; he/she  
(month/day/year) (Petitioner's age)

resides at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
(Petitioner's street address) (Petitioner's City) (Petitioner's State)

\_\_\_\_\_ and  has  has not resided in this state continuously for a period of more than 180  
(Petitioner's Zip Code)

days prior to the filing of this petition, and has lived in the Commonwealth since \_\_\_\_\_.

3. The Respondent's date of birth is \_\_\_\_\_ and he/she is \_\_\_\_\_ years of age; he/she  
(month/day/year) (Respondent's age)

resides at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
(Respondent's street address) (Respondent's City) (Respondent's State)

\_\_\_\_\_ and  has  has not resided in this state continuously for a period of more than 180  
(Respondent's Zip Code)

days prior to the filing of this petition, and has lived in the Commonwealth since \_\_\_\_\_.

4. The Petitioner's social security number is \_ \_ \_ - \_ \_ - \_ \_ \_ .

5. The Respondent's social security number is \_ \_ \_ - \_ \_ - \_ \_ \_ .

6. The parties are separated, having been separated since \_\_\_\_\_  
(date of separation)

and having remained separated since that time.

7. The parties have no children together under the age of 18 and, therefore, there are no issues concerning any children in the divorce proceeding.

8.  The Petitioner is not pregnant.

OR

To the best of my knowledge the Respondent is not pregnant.

9. The marriage of the parties is irretrievably broken.

10. MARITAL PROPERTY AND DEBTS:

The parties have no marital property or debts.

OR

The parties have already divided the marital property and debts.

OR

There is marital property and/or debt and there is no agreement as to the division of the property and/or debt.

ACCORDINGLY, the Petitioner, \_\_\_\_\_ demands as follows:  
(Petitioner's name)

A. Dissolution of the marriage;

B. Maintenance;

That neither party pay maintenance to the other.

OR

The Respondent pay maintenance to the Petitioner.

OR

The Petitioner pay maintenance to the Respondent

C. The equitable division of marital property and/or debt, if any, and the restoration of non-marital property to the appropriate party.

D. Any and all other relief to which Petitioner may appear entitled.

E.  The Petitioner be restored to her former name, \_\_\_\_\_.

I, \_\_\_\_\_ have read, or had read to me, the above statements contained  
(Petitioner's name)

Form 5A

in the Petition for Dissolution of Marriage and verify that the statements are true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
PETITIONER

**\*\* MUST BE SIGNED IN THE PRESENCE OF A NOTARY\*\***

COMMONWEALTH OF KENTUCKY

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me by the above-named Petitioner on this \_\_\_\_\_  
day of \_\_\_\_\_, 2\_\_\_\_.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
STATE AT LARGE, KENTUCKY

COMMONWEALTH OF KENTUCKY

\_\_\_\_\_ CIRCUIT COURT

CASE NO. \_\_\_\_\_

IN RE THE MARRIAGE OF:

\_\_\_\_\_  
(Print name of Petitioner)

PETITIONER

V

**PETITION FOR DISSOLUTION OF MARRIAGE**

(Without Children Under 18)

\_\_\_\_\_  
(Print name of Respondent)

RESPONDENT

Domestic Violence Order # \_\_\_\_\_

\*\*\* \*\*

1. The parties are husband and wife having been lawfully married on \_\_\_\_\_  
(date of marriage)

in \_\_\_\_\_ County, \_\_\_\_\_, where the marriage is registered.  
(County) (State)

2. The Petitioner's date of birth is XX/XX/II and is XX years of age; he/she  
resides at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
(Petitioner's street address) (Petitioner's City) (Petitioner's State)

\_\_\_\_\_ and  has  has not resided in this state continuously for a period of more than 180  
(Petitioner's Zip Code)

days prior to the filing of this petition, and has lived in the Commonwealth since \_\_\_\_\_.

3. The Respondent's date of birth is XX/XX/II and he/she is XX years of age; he/she

resides at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
(Respondent's street address) (Respondent's City) (Respondent's State)

\_\_\_\_\_ and  has  has not resided in this state continuously for a period of more than 180  
(Respondent's Zip Code)

days prior to the filing of this petition, and has lived in the Commonwealth since \_\_\_\_\_.

4. The Petitioner's social security number is XXX-XX-XXXX

5. The Respondent's social security number is XXX-XX-XXXX

6. The parties are separated, having been separated since \_\_\_\_\_  
(date of separation)

and having remained separated since that time.

7. The parties have no children together under the age of 18 and, therefore, there are no issues concerning any children in the divorce proceeding.

8.  The Petitioner is not pregnant.

OR

To the best of my knowledge the Respondent is not pregnant.

9. The marriage of the parties is irretrievably broken.

10. MARITAL PROPERTY AND DEBTS:

The parties have no marital property or debts.



OR

- The parties have already divided the marital property and debts.

OR

- There is marital property and/or debt and there is no agreement as to the division of the property and/or debt.

ACCORDINGLY, the Petitioner, \_\_\_\_\_ demands as follows:  
(Petitioner's name)

A. Dissolution of the marriage;

B. Maintenance;

- That neither party pay maintenance to the other.

OR

- The Respondent pay maintenance to the Petitioner.

OR

- The Petitioner pay maintenance to the Respondent

C. The equitable division of marital property and/or debt, if any, and the restoration of non-marital property to the appropriate party.

D. Any and all other relief to which Petitioner may appear entitled.

E.  The Petitioner be restored to her former name, \_\_\_\_\_.

I, \_\_\_\_\_ have read, or had read to me, the above statements contained  
(Petitioner's name)

in the Petition for Dissolution of Marriage and verify that the statements are true and accurate to the best of my knowledge and belief.

\_\_\_\_\_

PETITIONER

**\*\* MUST BE SIGNED IN THE PRESENCE OF A NOTARY\*\***

COMMONWEALTH OF KENTUCKY

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me by the above-named Petitioner on this \_\_\_\_\_  
day of \_\_\_\_\_, 2\_\_\_\_.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
STATE AT LARGE, KENTUCKY

AOC-238.1 Doc. Code DSPV  
 AOC-239.1 Doc. Code DSFV  
Rev. 1-15  
Page 1 of 5  
Commonwealth of Kentucky  
Court of Justice *www.courts.ky.gov*  
FCRPP 2 and FCRPP 3



PRELIMINARY  FINAL VERIFIED  
DISCLOSURE STATEMENT\*

Case No. \_\_\_\_\_  
Court \_\_\_\_\_  
County \_\_\_\_\_  
Division \_\_\_\_\_

\*FOR PARTIES WITH COMBINED INCOME LESS THAN \$100,000 AND COMBINED ASSETS LESS THAN \$100,000

IN RE THE MARRIAGE OF:

\_\_\_\_\_

PETITIONER

and

\_\_\_\_\_

RESPONDENT

Petitioner  Respondent submits under oath the following Verified Disclosure Statement pursuant to FCRPP 2 OR FCRPP 3, which requires full and prompt disclosure of the following information:

**NOTE: A response of "see attached" is not appropriate for any portion of this statement. Attach documents requested herein only.**

**I. IDENTIFYING INFORMATION OF BOTH PARTIES**

Petitioner  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Age: \_\_\_\_ Phone #: \_\_\_\_\_

Respondent  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Age: \_\_\_\_ Phone #: \_\_\_\_\_

**II. INCOME AND EMPLOYMENT INFORMATION OF BOTH PARTIES** *(If self-employed name of company and adjusted gross monthly income)*

Petitioner  
Employer Name: \_\_\_\_\_  
Gross monthly income: \$ \_\_\_\_\_  
Other income: \$ \_\_\_\_\_

Respondent  
Employer Name: \_\_\_\_\_  
Gross monthly income: \$ \_\_\_\_\_  
Other income: \$ \_\_\_\_\_

**III. MARRIAGE INFORMATION**

Date of Marriage: \_\_\_\_\_

Date of separation: \_\_\_\_\_

Place of Marriage (city, county & state): \_\_\_\_\_

AOC-238.1 Doc. Code DSPV

AOC-239.1 Doc. Code DSFV

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Page 2 of 5

Disclosure of \_\_\_\_\_  
Case No. \_\_\_\_\_

**IV. CHILDREN'S INFORMATION** (If more than 3 children, continue on a separate sheet)

A. Minor children born to parties (number \_\_\_\_\_)  More CHILDREN attached?

Name	Current Age

B. Monthly child care/day care expenses: Cost \$ \_\_\_\_\_ Paid by \_\_\_\_\_  
 C. Monthly medical, dental and vision insurance for children: Cost \$ \_\_\_\_\_ Paid by \_\_\_\_\_  
 D. Either party court-ordered to pay child support for a child born before the children born of this marriage?  Yes  No  
 Paying party \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 Children: (List names and ages) \_\_\_\_\_

**V. SUMMARY OF ASSETS & DEBTS**

- Do you own any real estate? Yes  No  If yes, put information below.
- Do you own any vehicles? Yes  No  If yes, put information below.
- Do you have any bank accounts or savings? Yes  No  If yes, put information below.
- Do you have assets in a safety deposit box? Yes  No  If yes, put information below.
- Do you have any stocks, bonds, etc.? Yes  No  If yes, put information below.
- Do you have any retirement account, IRA, 401k? Yes  No  If yes, put information below.
- Do you have any cash value in life insurance? Yes  No  If yes, put information below.
- Do you own any interest in a business? Yes  No  If yes, put information below.
- Are there any other assets? Yes  No  If yes, put information below.
- Are there assets held for another person, including children Yes  No  If yes, put information below.
- Have you and your spouse already divided your household goods and personal property? Yes  No

Item 1:

Item Description: \_\_\_\_\_  
 Who Holds Possession? \_\_\_\_\_ Valuation Date: \_\_\_\_\_  
 Fair Market Value: \_\_\_\_\_ Amount Owed: \_\_\_\_\_ Net Value or Equity: \_\_\_\_\_  
 Is this a leased vehicle/asset?  Yes  No If yes, please complete the following: Monthly Payment: \_\_\_\_\_  
 Lease Term Ends: \_\_\_\_\_

Item 2:

Item Description: \_\_\_\_\_  
 Who Holds Possession? \_\_\_\_\_ Valuation Date: \_\_\_\_\_  
 Fair Market Value: \_\_\_\_\_ Amount Owed: \_\_\_\_\_ Net Value or Equity: \_\_\_\_\_  
 Is this a leased vehicle/asset?  Yes  No If yes, please complete the following: Monthly Payment: \_\_\_\_\_  
 Lease Term Ends: \_\_\_\_\_

Item 3:

Item Description: \_\_\_\_\_  
 Who Holds Possession? \_\_\_\_\_ Valuation Date: \_\_\_\_\_  
 Fair Market Value: \_\_\_\_\_ Amount Owed: \_\_\_\_\_ Net Value or Equity: \_\_\_\_\_  
 Is this a leased vehicle/asset?  Yes  No If yes, please complete the following: Monthly Payment: \_\_\_\_\_  
 Lease Term Ends: \_\_\_\_\_

AOC-238.1 Doc. Code DSPV

AOC-239.1 Doc. Code DSFV

Rev. 1-15  
Page 3 of 5

Disclosure of \_\_\_\_\_  
Case No. \_\_\_\_\_

Item 4:

Item Description: \_\_\_\_\_

Who Holds Possession? \_\_\_\_\_ Valuation Date: \_\_\_\_\_

Fair Market Value: \_\_\_\_\_ Amount Owed: \_\_\_\_\_ Net Value or Equity: \_\_\_\_\_

Is this a leased vehicle/asset?  Yes  No *If yes, please complete the following:* Monthly Payment: \_\_\_\_\_

Lease Term Ends: \_\_\_\_\_

Item 5:

Item Description: \_\_\_\_\_

Who Holds Possession? \_\_\_\_\_ Valuation Date: \_\_\_\_\_

Fair Market Value: \_\_\_\_\_ Amount Owed: \_\_\_\_\_ Net Value or Equity: \_\_\_\_\_

Is this a leased vehicle/asset?  Yes  No *If yes, please complete the following:* Monthly Payment: \_\_\_\_\_

Lease Term Ends: \_\_\_\_\_

More OTHER ASSETS attached?  Yes  No

Total Values: \_\_\_\_\_

Do you owe any debts?  Yes  No *If yes, put information below.*

Creditor 1:

Creditor: \_\_\_\_\_

Party Named on Debt: \_\_\_\_\_ Premarital Account? \_\_\_\_\_

Valuation Date: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Total Balance: \_\_\_\_\_

Creditor 2:

Creditor: \_\_\_\_\_

Party Named on Debt: \_\_\_\_\_ Premarital Account? \_\_\_\_\_

Valuation Date: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Total Balance: \_\_\_\_\_

Creditor 3:

Creditor: \_\_\_\_\_

Party Named on Debt: \_\_\_\_\_ Premarital Account? \_\_\_\_\_

Valuation Date: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Total Balance: \_\_\_\_\_

Creditor 4:

Creditor: \_\_\_\_\_

Party Named on Debt: \_\_\_\_\_ Premarital Account? \_\_\_\_\_

Valuation Date: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Total Balance: \_\_\_\_\_

Creditor 5:

Creditor: \_\_\_\_\_

Party Named on Debt: \_\_\_\_\_ Premarital Account? \_\_\_\_\_

Valuation Date: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_ Total Balance: \_\_\_\_\_

More DEBTS attached?  Yes  No

Total Debt Balances: \_\_\_\_\_

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Case No. \_\_\_\_\_

Are you claiming a right to maintenance?  Yes  No If yes, complete this expense list:

<b>A. COMMON EXPENSES FOR FAMILY</b> (Party and any children of the marriage)	
FOOD/GROCERIES FOR FAMILY (Non-entertainment)	
HOUSING	
Cable	
Garbage collection	
Electric, gas, propane & oil utilities	
Home maintenance & repairs	
Homeowner's insurance	
Household supplies	
Maid service	
Property taxes	
Rent or 1st mortgage	
2nd mortgage/home equity loan	
Telephone	
Mobile phone	
Vet/pet supplies	
Yard expense/maintenance	
Water/sewage	
TRANSPORTATION	
Gas and oil	
Liability insurance	
License/taxes/tag	
Payment/loan	
Repairs/maintenance	
Other – bus, taxi, tolls & parking	
OTHER FAMILY EXPENSES (list):	
Sub-total from attached other family expenses, if needed <input type="checkbox"/> Attached	
<b>SUBTOTAL (Column A)</b>	<b>\$ 0.00</b>

<b>B. YOUR PERSONAL EXPENSES</b> (not including any children's expenses)	
Church and charitable donations	
Clothing	
Cosmetics, hygiene & toiletries	
Disability insurance	
Dry cleaning & laundry	
Entertainment, including restaurants & movies	
Hair care (barber, salon, etc.)	
Internet access	
Life insurance (whole life or term)	
Manicures & pedicures	
Newspapers, magazines & books	
Professional dues or uniforms	
Sports, exercise, hobbies, crafts, etc.	
Travel (monthly average)	
<b>MEDICAL</b>	
Dental (including orthodontics)	
Eyeglasses, contacts & hearing aids, exams and testing	
Insurance (hospitalization)	
Medical doctor(s)	
Prescription medication	
<b>OTHER PERSONAL EXPENSES (list):</b>	
Sub-total from attached other personal expenses, if needed <input type="checkbox"/> Attached	
<b>SUBTOTAL FROM COLUMN B</b>	<b>\$ 0.00</b>
<b>SUBTOTAL FROM COLUMN A</b>	<b>\$ 0.00</b>
<b>SUBTOTAL FROM CHILDREN'S EXPENSE LIST ATTACHMENT</b>	
<b>GRAND TOTAL OF COLUMN A, B, AND ATTACHMENTS</b>	<b>\$ 0.00</b>



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Disclosure of \_\_\_\_\_  
Case No. \_\_\_\_\_

**VERIFICATION**

I, \_\_\_\_\_, declare under penalty of perjury that the information contained herein, including the information provided on any schedules and attachments, is true and accurate to the best of my knowledge, information and belief. Further, I acknowledge that I have read the foregoing instructions and have followed those instructions to the best of my ability.

Petitioner  Respondent {check one}

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS

Subscribed and sworn before me by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_,

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC/TITLE

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a copy of this **Verified Disclosure Statement** (with schedules and attachments) was served by  mail, postage prepaid, or  hand-delivery, or  electronic means, in accordance with Kentucky Rule of Civil Procedure (CR) 5.02, on (name) \_\_\_\_\_ at (address) \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature

Attorney for Petitioner  Attorney for Respondent  
 Petitioner  Respondent

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

**\*NOTE**

When this form is utilized as an AOC-238.1, Simplified Preliminary Verified Disclosure Statement, unless otherwise ordered by the Court or required by Local Rule, this form is NOT to be filed with the Court. FCRPP 2(3). However, the entire form and all attachments are to be exchanged between the parties within 45 days of service of the petition on the respondent, and objections thereto shall be exchanged within 20 days thereafter.

When this form is utilized as an AOC-239.1, Simplified Final Verified Disclosure Statement, pursuant to FCRPP 3(3), this form is to be filed with the Court no later than 5 days prior to the trial if property matters are in dispute at that trial. However, the parties may file an Affidavit of No Change In Circumstances, AOC- 239.2, if the AOC-238.1, Simplified Preliminary Verified Disclosure Statement was filed with the Court. A copy of the Final Verified Disclosure Statement or the Affidavit, together with any supporting documentation, shall be provided to the opposing party 15 days prior to trial unless otherwise ordered by the Court.

COMMONWEALTH OF KENTUCKY

\_\_\_\_\_ CIRCUIT COURT

CASE NO. \_\_\_\_\_

IN RE THE MARRIAGE OF:

\_\_\_\_\_  
(Print name of Petitioner)

PETITIONER

V

**ENTRY OF APPEARANCE AND WAIVER**

\_\_\_\_\_  
(Print name of Respondent)

RESPONDENT

\*\*\* \*\*

The Respondent comes without counsel and states:

I have read the Petition, have understood it, and do not contest it. I waive service of summons, enter my appearance, and submit to the jurisdiction of the Court. I understand that if my spouse has an attorney, that attorney does not represent me, and that I may hire my own attorney but choose not to do so. I waive any right of appeal.

\_\_\_\_\_  
(Signature of Respondent)

COMMONWEALTH OF KENTUCKY

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me by the above-named Respondent on this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
STATE-AT-LARGE, KENTUCKY



COMMONWEALTH OF KENTUCKY

\_\_\_\_\_ CIRCUIT COURT

CASE NO. \_\_\_\_\_

IN RE THE MARRIAGE OF:

\_\_\_\_\_  
(Print name of Petitioner)

PETITIONER

V

**MARITAL SETTLEMENT AGREEMENT**  
**(Without Children Under 18)**

\_\_\_\_\_  
(Print name of Respondent)

RESPONDENT

\*\*\* \*\*

The parties agree to the following:

- I. The parties are husband and wife. Irreconcilable differences have arisen between them, resulting in the filing of a petition for dissolution of their marriage.
- II. The parties are separated and living apart, and have no expectation of resuming a marital relationship.
- III. The parties wish to settle the issues of maintenance, division of property, and assignment of debts.

IV. NON-MARITAL PROPERTY

There is no non-marital property that has not already been restored to the party to whom it belongs.

**OR**

The Petitioner shall keep his/her non-marital property listed below:

\_\_\_\_\_  
\_\_\_\_\_

The Respondent shall keep his/her non-marital property listed below:

---

---

V. MARITAL PROPERTY

A. Real Estate

The parties own no marital real estate

**OR**

The parties have agreed to sell the real estate located at net proceeds of

\_\_\_\_\_.

( address, including city and state)

and the parties will split the net proceeds of the sale with Petitioner receiving

\_\_\_\_\_ % and Respondent receiving \_\_\_\_\_ %.

**OR**

The  Petitioner  Respondent is awarded the real estate located at

\_\_\_\_\_.

( address, including city and state)

The party who is keeping the property will pay all obligations on the real estate, including the taxes owed and the mortgage. The party who is keeping the property shall refinance the debts associated with the property within \_\_\_\_\_ days. The party who is keeping the property shall pay the other party  nothing or  \$ \_\_\_\_\_ (amount of money) within \_\_\_\_\_ days of signing this Agreement to pay for the other party's share of the equity in the property.

\*\* The party who is not keeping the real estate shall sign a Quitclaim Deed on the property, at the time he/she receives payment for his/her share of the property or if no payment is due, within 30 days of the date of the Agreement.

B. Vehicles

The Petitioner is awarded  no vehicle or  the following vehicles(s):

\_\_\_\_\_.

The Respondent is awarded  no vehicle or  the followings vehicles(s):

\_\_\_\_\_.

Each party shall pay all obligations including loans, insurance and/or taxes on the vehicle(s) he/she is awarded. Each party shall refinance any outstanding debts on the vehicle he/she is awarded within \_\_\_\_\_ days.

C. Bank Accounts

The parties have divided any and all bank accounts and each shall keep the accounts in his/her name.

**OR**

The Petitioner is awarded the following accounts: \_\_\_\_\_  
\_\_\_\_\_.

(\*identify accounts by bank and type of account-do not use account numbers)

The Respondent is awarded the following accounts: \_\_\_\_\_  
\_\_\_\_\_.

(\*identify accounts by bank and type of account-do not use account numbers)

D. Personal Property/Household Goods

The parties have divided all personal property/household goods and each shall keep the property in his/her possession.

**OR**

The Petitioner is awarded the following personal property/household goods:

\_\_\_\_\_  
\_\_\_\_\_

The Respondent is awarded the following personal property/household goods:

\_\_\_\_\_  
\_\_\_\_\_

E. Retirement

Neither party has any retirement funds.

Each party shall keep his or her own retirement funds.

F. Other Marital Property

The Petitioner is awarded: \_\_\_\_\_  
\_\_\_\_\_

The Respondent is awarded: \_\_\_\_\_  
\_\_\_\_\_

VI. DEBTS

The are no marital debts.

**OR**

The marital debts have been fairly divided between the parties and each shall pay the debts currently in his/her name.

**OR**

The following debts are assigned to the Petitioner and he/she shall hold the Respondent harmless for payment thereon:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following debts are assigned to the Respondent and he/she shall hold the Petitioner harmless for payment thereon:

\_\_\_\_\_  
\_\_\_\_\_

EQUITABLE DIVISION OF PROPERTY

The parties agree that the division of property and debts is equitable.

**OR**

In order to make the division of property and debts equitable,  Petitioner or  Respondent shall pay the other party \$\_\_\_\_\_ within \_\_\_\_\_ days of the agreement.  
(amount)

VII. MAINTENANCE

Neither party shall be responsible for paying maintenance to the other.

**OR**

The  Petitioner  Respondent shall pay the other party maintenance in the amount of \$ \_\_\_\_\_ per month on the first day of the month, beginning \_\_\_\_\_ until  
(amount) (beginning date)

\_\_\_\_\_, the death of either party, the remarriage of the party receiving  
(ending date)  
maintenance, or the cohabitation of the party with a non-related adult, whichever occurs first.

In signing below, the parties acknowledge that this is a fair agreement, that they understand its provisions, understand that it is legally binding document, and are entering the agreement freely.

\_\_\_\_\_  
(Signature of Petitioner)

\_\_\_\_\_  
(Signature of Respondent)

Subscribed and sworn to before me by the above-named **Petitioner** on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
STATE-AT-LARGE, KENTUCKY

Subscribed and sworn to before me by the above-named **Respondent** on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
STATE-AT-LARGE, KENTUCKY

AOC-238.3 Doc. Code: ACKPDS  
 AOC-239.3 Doc. Code: ACKFDS  
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Page 1 of 2  
Commonwealth of Kentucky  
Court of Justice *www.courts.ky.gov*  
FCRPP 2 and FCRPP 3



**ACKNOWLEDGMENT OF  
 PRELIMINARY  FINAL VERIFIED  
DISCLOSURE STATEMENT\***

Case No. \_\_\_\_\_  
Court \_\_\_\_\_  
County \_\_\_\_\_  
Division \_\_\_\_\_

IN RE THE MARRIAGE OF:

\_\_\_\_\_

PETITIONER

and

\_\_\_\_\_

RESPONDENT

All sections **must** be completed. If an amount is unknown, write "unknown", if the question is inapplicable, write "N/A". If a question requires further documentation or an additional schedule, please attach. If maintenance is an issue or there are property distribution issues, please proceed to use the full Mandatory Case Disclosure Form.

I, \_\_\_\_\_, declare under oath that my personal information is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Age/Place birth: \_\_\_\_\_

Date/Place marriage: \_\_\_\_\_

Spouse's name: \_\_\_\_\_

Spouse's age: \_\_\_\_\_

I am currently employed at: \_\_\_\_\_

I earn \_\_\_\_\_ per \_\_\_\_\_ (weekly, monthly, etc.)

\*\*\*\*\* My **total** gross monthly income (from all sources) is \_\_\_\_\_

**OTHER LEGAL ACTIONS**

Please give the style, the case number, and the name of the Court or administrative agency for any case you are a party in or have been within the last year as well as a brief description of the nature of the case and present status.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIRED ATTACHMENTS**

- "A" = to indicate that the requested document/information is attached
- "U" = to indicate that the requested document/information is unavailable  
(Provide explanation on a separate page)
- "N/A" = if not applicable

I have provided a copy of the following documents to opposing party or opposing counsel:

- \_\_\_\_ 1. My three (3) most recent pay stubs
- \_\_\_\_ 2. A full and complete copy of my last Federal Tax Return
- \_\_\_\_ 3. First page of my last State Tax Return

AOC-238.3 Doc. Code

AOC 239.3 Doc. Code

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Disclosure of \_\_\_\_\_

Case No. \_\_\_\_\_

I hereby acknowledge that the information contained in \_\_\_\_\_'s Verified Disclosure Statement is a true and accurate reflection of the financial disputes in this matter and that there are no additional assets, debts or issues which require disclosure to the best of my knowledge and belief. Further, I hereby certify that the foregoing information is true to the best of my knowledge, information and belief.

Petitioner  Respondent {check one}

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

} SS  
}

Subscribed and sworn before me by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_,

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC/TITLE

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a copy of this **Acknowledgment Of Verified Disclosure Statement** (with schedules and attachments) was served by  mail, postage prepaid, or  hand-delivery, or  electronic means, in accordance with Kentucky Rule of Civil Procedure (CR) 5.02, on (name) \_\_\_\_\_ at (address) \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature

Attorney for Petitioner  Attorney for Respondent

Petitioner  Respondent

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

**\*NOTE**

When this form is utilized in lieu of the AOC-238, Preliminary Verified Disclosure Statement, unless otherwise ordered by the Court or required by Local Rule, this form is NOT to be filed with the Court. FCRPP 2(3). However, the entire form and all attachments are to be exchanged between the parties within 45 days of service of the petition on the respondent, and objections thereto shall be exchanged within 20 days thereafter.

When this form is utilized in lieu of the AOC-239, Final Verified Disclosure Statement, or AOC-239.2, Affidavit of No Change in Circumstances, pursuant to FCRPP 3(3), this form is to be filed with the Court no later than 5 days prior to the trial if property matters are in dispute at that trial. A copy of this Acknowledgment shall also be provided to the opposing party 15 days prior to trial unless otherwise ordered by the Court.

COMMONWEALTH OF KENTUCKY

\_\_\_\_\_ CIRCUIT COURT

CASE NO. \_\_\_\_\_

IN RE: THE MARRIAGE OF:

\_\_\_\_\_  
(print name of Petitioner)

PETITIONER

v.

**DEPOSITION OF PETITIONER**

\_\_\_\_\_  
(print name of Respondent)

RESPONDENT

\*\*\* \*\*

The Petitioner, being duly sworn, states:

- I. I am the Petitioner in this matter.
- II. I had been a resident of Kentucky for more than 180 days when I filed my Petition.
- III. My age is \_\_\_\_\_.
- IV. My employment status is:  unemployed  disabled  retired  employed as  
\_\_\_\_\_  
(type of occupation)
- V. My spouse's age is \_\_\_\_\_.
- VI. My spouses status is:  unemployed  disabled  retired  employed as  
\_\_\_\_\_  
(type of occupation)
- VII. We were married on \_\_\_\_\_ in \_\_\_\_\_ County,  
(date of marriage) (county)  
\_\_\_\_\_  
(state)
- VIII. We separated on \_\_\_\_\_ and have not live together as  
(date of separation)  
husband/wife since then.



IX.  We have no minor children of our marriage.

X.  I am not  my wife is not pregnant.

XI. Our marriage is irretrievably broken. There is no reasonable hope of reconciliation and a conciliation conference would serve no useful purpose.

XII. Neither of us is in the military.

XIII.  The Respondent is in default.

OR

We have entered a marital separation agreement that has been filed with the Court.

XIV. I am the husband/wife. I  want  do not want my former name of \_\_\_\_\_  
(former name)  
to be restored.

\_\_\_\_\_  
(Signature of Petitioner)

\_\_\_\_\_  
(Print Name of Petitioner)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone)

COMMONWEALTH OF KENTUCKY

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me by the above-named Petitioner, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
MY COMMISSION EXPIRES

STATE-AT-LARGE, KENTUCKY

COMMONWEALTH OF KENTUCKY

\_\_\_\_\_ CIRCUIT COURT

CASE NO. \_\_\_\_\_

IN RE: THE MARRIAGE OF

\_\_\_\_\_  
(print name of Petitioner)

PETITIONER

V.

**FINDING OF FACTS AND  
DECREE OF DISSOLUTION OF MARRIAGE  
(Without Children Under 18, With Agreement)**

\_\_\_\_\_  
(print name of Respondent)

RESPONDENT

\*\*\* \*\*

This action came before the Court on a petition for dissolution of marriage. The parties entered a Marital Settlement Agreement, and the Respondent signed an Appearance and Waiver, which is on file with the Court. The Petitioner tendered proof by written interrogatories.

Accordingly, the court finds that:

1. The  Petitioner and/or  the Respondent has/have resided in Kentucky for more than 180 days preceding the filing of the Petition.

2. The parties were married on \_\_\_\_\_ in \_\_\_\_\_  
(date of marriage) (county)  
County, \_\_\_\_\_, where the marriage is registered.  
(state)

3. The parties have lived apart for more that 60 days and more than 60 days have elapsed since the Respondent was served with the Petition for Dissolution of Marriage or signed the Entry of Appearance and Waiver or Marital Settlement Agreement.

4. The marriage is irretrievably broken and the conciliation provisions of KRS 403.170 do not apply.

- 5.  No children were born of the marriage

OR

- No children were born of the marriage who are under 18 years of age and/or still in high school.

- 6. The wife is not pregnant.

7. The parties have entered a Marital Settlement Agreement which was filed with the Court. The Court has reviewed the agreement and finds it to be not unconscionable

On the basis of these findings,

IN IT HEREBY ORDERED AND ADJUDGED THAT:

1. The marriage between the Petitioner \_\_\_\_\_, and the Respondent, \_\_\_\_\_, of \_\_\_\_\_ is dissolved.  
(Name of Petitioner) (Name of Respondent) (Date of Marriage)

2. The Marital Settlement Agreement filed with the Court in this case is incorporated by reference as if fully set out word for word and the parties shall perform according to its terms.

- 3.  The wife is restored to her former name, \_\_\_\_\_.  
(wife's former name)

OR

- The wife does not seek restoration to a former name.

- 4. There being no just cause for delay, this is the final decree.

\_\_\_\_\_  
JUDGE  
\_\_\_\_\_  
CIRCUIT COURT

DATE: \_\_\_\_\_

Tendered By:

\*\* \_\_\_\_\_

Signature of person filing  
Finding of Fact and Decree

\_\_\_\_\_  
Printed name of person filing  
Finding of Fact and Decree

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone)

**\*\*MUST BE SIGNED IN THE PRESENCE OF A NOTRARY\*\***

COMMONWEALTH OF KENTUCKY

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me by the above-named Petitioner, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

NOTARY PUBLIC

STATE-AT-LARGE, KENTUCKY

\_\_\_\_\_

MY COMMISSION EXPIRES

CERTIFICATION

I hereby certify that, to the best of my knowledge and belief, the name, complete address and the telephone number of the other person(s) involved in this action as listed below is:

\_\_\_\_\_  
(Name of Other Party)

\_\_\_\_\_  
(Street Number and Name)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Telephone)

I have filed this Finding of Fact and Decree with the Clerk of the \_\_\_\_\_ Circuit Court, Family Division, and have mailed a copy to the other party involved in this action.

\_\_\_\_\_  
(Signature) (Date)

Distribution List:

\_\_\_\_\_ Petitioner

\_\_\_\_\_ Respondent

COMMONWEALTH OF KENTUCKY

\_\_\_\_\_ CIRCUIT COURT

CASE NO. \_\_\_\_\_

IN RE THE MARRIAGE OF:

\_\_\_\_\_  
(print name of Petitioner)

PETITIONER

v.

**MOTION FOR FINAL DECREE**  
**(With Agreement – Uncontested)**

\_\_\_\_\_  
(print name of Respondent)

RESPONDENT

\*\*\* \*\*

NOTICE

Please take notice that the following motion shall be made on \_\_\_\_\_ at  
(month, day, year)  
\_\_\_\_\_ a.m./p.m. (circle one) in the above listed Court.  
(time)

MOTION TO ENTER DECREE OF DISSOLUTION OF MARRIAGE

Comes now the Petitioner, pro se, and moves the Court to take this case under submission and enter the final decree filed herewith. In support thereof, Petitioner states as follows:

1. The parties were married on \_\_\_\_\_. The parties were separated on or about \_\_\_\_\_ and have lived separate and apart since that time.
2. A Petition for Dissolution of Marriage was filed with this Court on \_\_\_\_\_.
3. That the Respondent signed an Entry of Appearance and Waiver or Response and same was filed on \_\_\_\_\_.

4. A copy of separation agreement has been filed with the Court.
5. Jurisdictional proof has been filed with the Court.
6. The parties desire that the Court enter a Decree thereby dissolving their marriage in conformance with the terms of the settlement agreement.

\_\_\_\_\_  
PETITIONER, PRO SE (Signature)

\_\_\_\_\_  
PETITIONER- printed name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone

CERTIFICATION

I hereby certify that, to the best of my knowledge and belief, the name, complete address and telephone number of the other person involved in this action as listed below:

Name of other party: \_\_\_\_\_

Street number and name: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone number: \_\_\_\_\_

I have filed this Motion for a Divorce Decree with the Clerk of this \_\_\_\_\_ Circuit Court and have mailed a copy to the other party involved in this action.

\_\_\_\_\_  
PETITIONER- Signature

Date: \_\_\_\_\_