



Divorce **without** Children (DO)



Step 1: Complete Paperwork

Packet 1



Step 2: Make Copies

Packet 1



Step 3: File Paperwork

Packet 1



Step 4: Notify the Other Party

Packet 2



Step 5: Register for MiFILE

Packet 3



Step 6: Keep the Case Going

Packet 4



Step 7: Get a Hearing Date

Packet 4



Step 8: Attend Final Hearing

Packet 5



Instructions – DO

Packet 1

Step 1: Complete Paperwork

Check the boxes below as you complete each form.

Required:



- Record of Divorce (DCH 0838)
- Case Initiation
- Summons (MC 01)
- Complaint for Divorce
- Confidential Case Inventory (MC 21) (if applicable)

Optional:

- Fee Waiver Request (MC 20)
- Request for Interpreter (MC 81)

Step 2: Make Copies

Check the boxes below as you make copies. If you prefer to have someone make your copies, come to the Legal Self-Help Center and purchase a copy card. Copies are \$.25 per page.



- Summons (MC 01) – make 2 copies.
- Complaint for Divorce – make 2 copies.



You must file your paperwork with the court clerk before you give copies to the other party.

Step 3: File Paperwork



Bring your completed forms and all copies to the court clerk’s office in Grand Haven. The court clerk’s office is located on the 3rd floor of the courthouse (room 320). You must bring your filing fee along with your paperwork and copies. The cost to file for divorce **without** children is **\$175**. You must pay the filing fee with a money order, credit card or cash. You may not pay the filling fee with a personal check.

Fee Waiver

If there is some financial hardship that will keep you from paying the filing fee, you may ask the court for a fee waiver. You will need to complete a Fee Waiver Request (MC 20). The Fee Waiver Request is included in this packet. If the judge denies your request, you must pay the filing fee before your case can be started.



For more information about fee waivers, read “Fee Waivers in Court Cases” at www.michiganlegalhelp.org.

What to Expect When Filing

The clerk will take your paperwork and filing fee (or fee waiver). The clerk will start your case, write a case number and some dates on your paperwork and give your copies back to you.

RECORD OF DIVORCE OR ANNULMENT MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES By authority of MCL 333.2813.

Court Case Number

State File Number

County

1. Plaintiff's Full Name (Male/Female) (First, Middle, Last) 2. Plaintiff's Birthdate (Month, Day, Year)

3. Last Name Before First Married (if different)

4. Plaintiff's Residence (City, Village, or Township) (County) (State)

5. Plaintiff's Birthplace (State or Foreign Country) 6. Number of this Marriage (First, Second, etc. - Specify)

7. Defendant's Full Name (Male/Female) (First, Middle, Last) 8. Defendant's Birthdate (Month, Day, Year)

9. Last Name Before First Married (if different)

10. Defendant's Residence (City, Village, or Township) (County) (State)

11. Defendant's Birthplace (State or Foreign Country) 12. Number of this Marriage (First, Second, etc. - Specify)

13. Place of this Marriage (City, Village, or Township) (County) (State or Foreign Country)

14. Date of this Marriage (Month, Day, Year) 15. Date Couple Last Resided in Same Household (Month, Day, Year) Check if Not Separated

16. Number of Minor Children in Household at Separation Date (Filing Date if Not Separated) Check If None (Number)

17. Plaintiff's Name (Name - Type or Print)

18. Plaintiff's Address (Number and Street) (City) (State) (Zip Code)

Plaintiff (Party A) - person who starts the case. Defendant (Party B) - other party.

Failure to provide the required information is a misdemeanor punishable by imprisonment of not more than 1 year or a fine of not more than \$1,000.00 or both.

Case Initiation Information

This form is required on all cases filed in the 20th Circuit Court (Ottawa County). The person starting the case should complete this form.

Plaintiff (person who starts the case or Party A)

Full Name	_____		
Email	_____		
Address	_____		
Date of Birth	_____	Phone No.	_____
Race	_____	Sex	_____
Driver's License No.	_____	Social Security No.	_____
<input type="checkbox"/> I will be representing myself: or			
<input type="checkbox"/> Attorney Name/P#	_____		
Alias/Maiden Names	_____		

Defendant (other party or Party B)

Full Name	_____		
Email	_____		
Address	_____		
Date of Birth	_____	Phone No.	_____
Race	_____	Sex	_____
Driver's License No.	_____	Social Security No.	_____
<input type="checkbox"/> I will be representing myself: or			
<input type="checkbox"/> Attorney Name/P#	_____		
Alias/Maiden Names	_____		

STATE OF MICHIGAN 20th JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	SUMMONS	CASE NO.
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Court address 414 Washington Ave, Grand Haven MI 49417	Court telephone no. 616-846-8315
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Plaintiff's name, address, and telephone no.

v

Defendant's name, address, and telephone no.

Plaintiff's attorney, bar no., address, and telephone no.

Instructions: Check the items below that apply to you and provide any required information. Submit this form to the court clerk along with your complaint and, if necessary, a case inventory addendum (MC 21). The summons section will be completed by the court clerk.

Domestic Relations Case

- There are no pending or resolved cases within the jurisdiction of the family division of the circuit court involving the family or family members of the person(s) who are the subject of the complaint.
- There is one or more pending or resolved cases within the jurisdiction of the family division of the circuit court involving the family or family members of the person(s) who are the subject of the complaint. I have separately filed a completed confidential case inventory (MC 21) listing those cases.
- It is unknown if there are pending or resolved cases within the jurisdiction of the family division of the circuit court involving the family or family members of the person(s) who are the subject of the complaint.

Civil Case

- This is a business case in which all or part of the action includes a business or commercial dispute under MCL 600.8035.
 - MDHHS and a contracted health plan may have a right to recover expenses in this case. I certify that notice and a copy of the complaint will be provided to MDHHS and (if applicable) the contracted health plan in accordance with MCL 400.106(4).
 - There is no other pending or resolved civil action arising out of the same transaction or occurrence as alleged in the complaint.
 - A civil action between these parties or other parties arising out of the transaction or occurrence alleged in the complaint has been previously filed in this court, _____ Court, where it was given case number _____ and assigned to Judge _____
- The action remains is no longer pending.

Summons section completed by court clerk.

SUMMONS

NOTICE TO THE DEFENDANT: In the name of the people of the State of Michigan you are notified:

1. You are being sued.
2. **YOU HAVE 21 DAYS** after receiving this summons and a copy of the complaint to **file a written answer with the court** and serve a copy on the other party **or take other lawful action with the court** (28 days if you were served by mail or you were served outside of Michigan).
3. If you do not answer or take other action within the time allowed, judgment may be entered against you for the relief demanded in the complaint.
4. If you require accommodations to use the court because of a disability or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

Issue date	Expiration date*	Court clerk
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*This summons is invalid unless served on or before its expiration date. This document must be sealed by the seal of the court.

State of Michigan 20th Circuit Court Ottawa County	Complaint for Divorce no children	Case Number
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Court Address: 414 Washington, Rm. 320, Grand Haven, MI, 49417**Court Phone:** 616-846-8315**Plaintiff** (person who starts the case)**Defendant** (other party)

Name: _____	Name: _____
Address: _____	Address: _____
Phone #: _____	Phone #: _____

Read through each number. If a number has check boxes, check the box or boxes that apply to your case. If a number does not have check boxes, you do not need to write anything. Questions 1-6 are facts about you, your spouse, and your marriage. Questions 7-16 are your request for relief (what you are asking for).

1. About the Plaintiff (check all that apply)

My name before this marriage was: _____

- I do not live in Michigan.
 I have lived in Michigan for at least the last 180 days (6 months).
 I have lived in Ottawa County for at least the last 10 days.

2. About the Defendant (check all that apply)

The defendant's name before this marriage was: _____

- The defendant does not live in Michigan.
 The defendant has lived in Michigan for at least the last 180 days (6 months).
 The defendant has lived in Ottawa County for at least the last 10 days.

3. Marriage and SeparationWe were married on (date) _____ in (city) _____,
(state) _____.

- We currently live in the same household; **or**
 We separated or began living in separate households on (date) _____.

4. Children and PregnancyThere are no minor children of the marriage. Neither party is pregnant.¹

¹ You will need to file a Complaint for Divorce **with** children if either of these apply:

- Either spouse is pregnant
- A minor child was born or conceived during the marriage but may have a biological father who is someone other than me or the defendant.

5. Property

We have property and/or debts to divide.

6. Reason for Divorce

There has been a breakdown of the marriage relationship to the extent that the objects of matrimony have been destroyed and there remains no reasonable likelihood that the marriage can be preserved.

7. Request for Divorce

I ask the court to enter a judgment of divorce.

8. Spousal Support (alimony)

- None; **or**
 The defendant should pay spousal support.

9. Real Property (home or land)

- None²; **or**
 We lived in a house that one of us purchased before the marriage.
 The real property should be divided as follows:

Address	Tax Parcel Number	Awarded to:	Any debt will be paid by:
		<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant	<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant
		<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant	<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant

10. Personal Property (possessions, assets or business interests of any kind)

- We have already divided our personal property; **or**
 The personal property should be divided as follows:

Item	Awarded to:
	<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant
	<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant
	<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant

11. Vehicles

- None; **or**
 The vehicles should be divided as follows:

² A mobile home is considered personal property.

Make and Model	VIN Number	Awarded to:	Any loan will be paid by:
		<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant	<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant
		<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant	<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant

12. Debts

- None; or
- The debts should be divided as follows:

Amount	Creditor (person or company owed the debt)	Account Number (last 4 digits only)	Debt will be paid by:
			<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant
			<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant
			<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant

13. Retirement Accounts (pensions, annuities, IRA, other types of retirement plans)

- None; or
- We should keep our own retirement accounts.
- I should receive part of the defendant’s retirement accounts.

14. Money Judgment

- None; or
- The defendant should pay me \$ _____.

15. Name Change

- None; or
- I want to change my name to: _____

16. Other

- See attached.

The statements above are true to the best of my knowledge.

Plaintiff Signature

Date

Printed Name

STATE OF MICHIGAN CIRCUIT COURT - FAMILY DIVISION COUNTY	CONFIDENTIAL CASE INVENTORY (DOMESTIC RELATIONS AND JUVENILE CODE)	CASE NO. PETITION NO. JUDGE
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Plaintiff's name	v	Defendant's name
In the matter of _____		

Instructions: List any known pending or resolved family division or tribal court cases involving the person(s) named in the complaint or petition or family members of the person(s) named in the complaint or petition. File the completed form with the complaint or petition, but do not attach or staple together. Complete and file additional sheets if necessary.

Examples of family division cases include personal protection orders, divorce, custody, paternity, child support, juvenile delinquency, and child protective proceedings. See MCL 600.1021 for a complete list.

Note: This form is confidential and not to be served on other parties in this case.

Court information (name, number, and county/state)		
<input type="checkbox"/> This court <input type="checkbox"/> Other court or tribunal:		
Case name	Case/File no.	
Assigned judge	Case status <input type="checkbox"/> Pending <input type="checkbox"/> Resolved	Are support or custody/parenting time orders in effect? <input type="checkbox"/> Support <input type="checkbox"/> Custody/Parenting Time

Court information (name, number, and county/state)		
<input type="checkbox"/> This court <input type="checkbox"/> Other court or tribunal:		
Case name	Case/File no.	
Assigned judge	Case status <input type="checkbox"/> Pending <input type="checkbox"/> Resolved	Are support or custody/parenting time orders in effect? <input type="checkbox"/> Support <input type="checkbox"/> Custody/Parenting Time

Court information (name, number, and county/state)		
<input type="checkbox"/> This court <input type="checkbox"/> Other court or tribunal:		
Case name	Case/File no.	
Assigned judge	Case status <input type="checkbox"/> Pending <input type="checkbox"/> Resolved	Are support or custody/parenting time orders in effect? <input type="checkbox"/> Support <input type="checkbox"/> Custody/Parenting Time

Court information (name, number, and county/state)		
<input type="checkbox"/> This court <input type="checkbox"/> Other court or tribunal:		
Case name	Case/File no.	
Assigned judge	Case status <input type="checkbox"/> Pending <input type="checkbox"/> Resolved	Are support or custody/parenting time orders in effect? <input type="checkbox"/> Support <input type="checkbox"/> Custody/Parenting Time

_____ Date

_____ Signature



Optional Forms

- Fee Waiver Request
- Request for Interpreter

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	FEE WAIVER REQUEST	CASE NO. and JUDGE
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Court address _____ **Court telephone no.** _____

Plaintiff/Petitioner's name, address, and telephone no.	v	Defendant/Respondent's name, address, and telephone no.
Plaintiff/Petitioner's attorney, bar no., address, and telephone no.		Defendant/Respondent's attorney, bar no., address, and telephone no.

In the matter of _____

Instructions: Complete this form and file it with the court. If this request is filed by a prisoner, a certified statement of the prisoner's trust account showing a current balance and a 12-month history of deposits and withdrawals must accompany this form. After you receive a decision on your request, you must serve your request and the decision on the other party(ies).

I request a waiver of my filing fees for the following reason: (Check 1, 2, or 3)

1. I receive the following type(s) of public assistance because of indigence:
- Food Assistance Program through the State of Michigan (also known as FAP or SNAP)
 - Medicaid (including Healthy Michigan, CHIP, and ESO)
 - Family Independence Program through the State of Michigan (also known as FIP or TANF)
 - Women, Infants, and Children benefits (WIC)
 - Supplemental Security Income through the federal government (SSI)
 - Other means-tested public assistance: _____
- My public assistance case number(s) (if any) is _____
Write "none" if no case number. Do not write your SSN.

2. I am represented by a legal services program or I receive assistance from a law school clinic because of indigence. The name of the legal services program or law school clinic is _____

3. I am unable to pay the fees and I did not check item 1 or 2 above.
- My gross household income is \$ _____ every _____
Week/Two weeks/Month/Year
- The number of people in my household is _____
- My source of income is _____
- List assets and their worth, such as bank accounts. If you need more space, attach a separate sheet.

List obligations and how much you pay, such as rent or other debts. If you need more space, attach a separate sheet.

I declare under the penalties of perjury that this request has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Date	Signature
Approved, SCAO Form MC 20, Rev. 9/23 MCR 2.002 Page 1 of 2	Distribute form to: Court Applicant Other parties Friend of the court (when applicable)

CLERK WAIVER

1. Payment of filing fees is waived.

Signature of court clerk and date

ORDER

IT IS ORDERED:

1. Payment of filing fees is waived because:
- a. Your gross household income is under 125% of the federal poverty guidelines.
 - b. Your gross household income is above 125% of the federal poverty guidelines, but payment of the fees would constitute a financial hardship for you.
 - c. Other:

If you become able to pay the fees before this case is resolved, you must notify the court.

2. The fee waiver request is denied because:
- a. Your gross household income is above 125% of the federal poverty guidelines and payment of the fees would not constitute a financial hardship for you.
 - b. Other:

Judge/Magistrate (when authorized) signature and date

NOTICE

IF YOUR REQUEST WAS DENIED: To continue your case and preserve your filing date, you have 14 days from the issue date below to pay the filing fees or request a review. To request a review, fill out a Request for Review of Denied Fee Waiver (form MC 114) and file it with the court.

Issue date (completed by clerk)

REQUEST FOR INTERPRETER

CASE NO.

Print the name of the court. _____
Court

If you have a court case and need an interpreter, complete this Request using the English alphabet. Then, date and sign it, and mail or give it to the court where your case is to be heard. If the court appoints an interpreter for you, the court may order you to pay for interpretation costs if you can afford to pay.

Request for Interpreter

I need an interpreter who speaks: _____
Language

Print your full name. _____
Full name

Print your mailing address. _____
Mailing address

Print your telephone number. _____
Telephone no.

Are you a party in this case, a witness, or another interested person? Check one.

- I am a party.
- I am a witness.
- I am an interested person (Describe your interest in the space below.)

I ask the court to appoint an interpreter so that I can fully participate in this case.

Date

Signature



Instructions – DO

Packet 2

Step 4: **Notify the Other Party**



You will need a helper to complete this step. Anyone over the age of 18, but not you, can help. The other party must receive (be served) a copy of the Summons and Complaint for Divorce.

Personal Service

Your helper may hand the papers to the other party and ask the other party to sign the proof of service under “Acknowledgment of Service”. By signing, the other party is only acknowledging that they received the papers. If the other party will not sign the proof of service, that is ok. Your helper can complete the middle section of the proof of service and sign it in front of a notary.

Service by Mail

Your helper can mail the paperwork to the other party. The paperwork must be sent by certified, restricted mail. Your helper will need to complete a card at the post office to request these services (green card). It will cost more to send the papers this way but it is very important that you pay the extra fee. If you do not use certified **and** restricted mail, someone else may sign for the papers. If someone other than the other party signs, you will need to send the papers again.

Proof of Service

You should receive the completed proof of service back from your helper. If the forms were sent by mail, you will get the green card back. Look at the front of your summons. Find the box that says “This summons expires” and look at the date. You must file the completed proof of service before this date.



For more information about serving divorce papers, read “How to Serve Divorce Papers” at www.michiganlegalhelp.org.

PROOF OF SERVICE

TO PROCESS SERVER: You must serve the summons and complaint and file proof of service with the court clerk before the expiration date on the summons. If you are unable to complete service, you must return this original and all copies to the court clerk.

CERTIFICATE OF SERVICE / NONSERVICE

I served personally by registered or certified mail, return receipt requested, and delivery restricted to the addressee (copy of return receipt attached) a copy of the summons and the complaint, together with the attachments listed below, on:

I have attempted to serve a copy of the summons and complaint, together with the attachments listed below, and have been unable to complete service on:

Name	Date and time of service
Place or address of service	
Attachments (if any)	

I am a sheriff, deputy sheriff, bailiff, appointed court officer or attorney for a party.

I am a legally competent adult who is not a party or an officer of a corporate party. I declare under the penalties of perjury that this certificate of service has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Service fee	Miles traveled	Fee	
\$		\$	
Incorrect address fee	Miles traveled	Fee	TOTAL FEE
\$		\$	\$

Signature

Name (type or print)

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of a copy of the summons and complaint, together with

Attachments (if any) on _____
Date and time

Signature on behalf of _____

Name (type or print)



Instructions – DO

Packet 3

Step 5: Register for MiFILE



MiFILE is a secure website used to file court documents. As of December 1, 2018, you must use MiFILE to file your paperwork in Ottawa County. Instructions on how to register for MiFILE are attached.

E-Filing Waiver

If you have good cause (good reasons) why you cannot e-file, you can ask the court to allow you to file paper documents. You must fill out the Ex-Parte Motion and Order for Paper Filing on an E-Filing Case (E-Filing Waiver) and explain to the court why you cannot e-file. The judge will consider access to internet, amongst other factors, when determining if good cause exists. If the judge denies your request, you must file your documents electronically in order for your case to continue. The E-Filing Waiver is **not** included in this packet.¹



For more information about E-Filing, read “What is E-Filing?” at <https://michiganlegalhelp.org>.

¹ This form is available in the Legal Self-Help Center.

MiFILE Instructions

What is MiFILE?

MiFILE is a secure website you can use to file court documents. You will use MiFILE instead of going to the clerk's office or mailing your papers.

Why do I need to know about MiFILE?

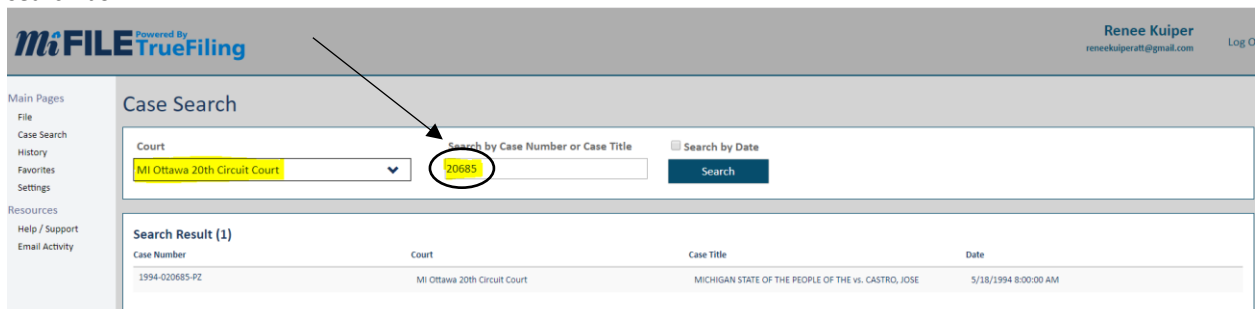
As of December 1, 2018, you are required to use MiFILE to file court documents in the 20th Circuit Court (Ottawa County) for certain case types. If you received this document, your case type is included in this mandate.

What do I need to do?

- 1. Create an account.** Go to <https://mifile.courts.michigan.gov> and create an account. There is no fee to create an account. You will need the following information:
 - a. Email address
 - b. First name
 - c. Last name
 - d. Address
 - e. City
 - f. State
 - g. Zip code
 - h. Password (must be at least 8 characters (max 20) and include at least 1 capital letter, 1 lower case letter, 1 number and a symbol.)
- 2. Confirm your email.** After you create an account, you will receive an email asking you to confirm your account. Follow the directions in the email.
- 3. Add yourself as a case contact.** Log into MiFILE and add yourself as a case contact. See instructions below.

Add yourself as a case contact.

Select MI Ottawa 20th Circuit Court from the "Court" drop down menu. Search for your case using the four- or five-digit middle number of your case number. Example: if your case number is 1994-020685-PZ, enter "20685" in the search box.



The screenshot shows the MiFILE Case Search interface. At the top left is the logo "miFILE Powered By TrueFiling". At the top right, the user's name "Renee Kuiper" and email "reenekuiperath@gmail.com" are displayed, along with a "Log O" link. On the left side, there is a navigation menu with items: Main Pages, File, Case Search, History, Favorites, Settings, Resources, Help / Support, and Email Activity. The main content area is titled "Case Search". It features a "Court" dropdown menu set to "MI Ottawa 20th Circuit Court". To the right of the dropdown is a search box containing "20685". Above the search box are two radio buttons: "Search by Case Number or Case Title" (which is selected) and "Search by Date". A "Search" button is located to the right of the search box. Below the search box, a "Search Result (1)" section is shown, containing a table with the following data:

Case Number	Court	Case Title	Date
1994-020685-PZ	MI Ottawa 20th Circuit Court	MICHIGAN STATE OF THE PEOPLE OF THE vs. CASTRO, JOSE	5/18/1994 8:00:00 AM

Select your case from the search result. This will bring you to the Case Details Screen. Click “Add Myself/Connected User”.

Case Details File to this Case

MICHIGAN STATE OF THE PEOPLE OF THE vs. CASTRO, JOSE
1994-020685-PZ
MI Ottawa 20th Circuit Court
Case Type: Miscellaneous Proceedings

Case Contacts (10)

Name	Role	Organization	Email
Bowling, Kevin	Attorney	20th Circuit Court	kbowling@miottawa.org
Kuiper, Renee	Attorney	Ottawa County Clerk	rkuiper@miottawa.org
Holt, Barbara	Pro Se	In Pro Per	bholt@miottawa.org
Rowden, Rebecca	Pro Se	20th Circuit Court	rrowden@miottawa.org
Petty, Steven	Pro Se	ImageSoft Inc	spetty@imagesoftinc.com
Lange, Elizabeth	Pro Se	Ottawa County Circuit Court Records	elange@miottawa.org
Rooks, Amy	Pro Se	County Clerk/Register of Deeds	arooks@miottawa.org
Whitney, Stew	Pro Se	Ottawa County	swhitney@miottawa.org
Corrigan, Lauren	Pro Se	Clerk/Register of Deeds	lcorrigan@miottawa.org

Add Myself / Connected User Add Other Counsel View Participant Activity

Once you click “Add Myself/Connected User”, a pop-up will appear. Check the box next to your name. Click “Add Selected”.

Add Myself or a Connected User

Search for user by name or email

Add New Connection

Name	Filer Type	Email
<input checked="" type="checkbox"/> Renee Kuiper	Pro Se	reneekuiperatt@gmail.com

Add Selected Cancel

To verify that you have successfully connected yourself to the case, look for the red “remove” button. If you see the red “remove” button, you have successfully added yourself as a case contact. Do not click the remove button. If you click the remove button, you will no longer receive documents filed on your case.

Case Details File to this Case

MICHIGAN STATE OF THE PEOPLE OF THE vs. CASTRO, JOSE
1994-020685-PZ
MI Ottawa 20th Circuit Court
Case Type: Miscellaneous Proceedings

Case Contacts (10)

Name	Role	Organization	Email
Bowling, Kevin	Attorney	20th Circuit Court	kbowling@miottawa.org
Kuiper, Renee	Attorney	Ottawa County Clerk	rkuiper@miottawa.org
Kuiper, Renee	Pro Se	Clerk's Office	reneekuiperatt@gmail.com
Holt, Barbara	Pro Se	In Pro Per	bholt@miottawa.org
Rowden, Rebecca	Pro Se	20th Circuit Court	rrowden@miottawa.org
Petty, Steven	Pro Se	ImageSoft Inc	spetty@imagesoftinc.com
Lange, Elizabeth	Pro Se	Ottawa County Circuit Court Records	elange@miottawa.org
Rooks, Amy	Pro Se	County Clerk/Register of Deeds	arooks@miottawa.org
Whitney, Stew	Pro Se	Ottawa County	swhitney@miottawa.org
Corrigan, Lauren	Pro Se	Clerk/Register of Deeds	lcorrigan@miottawa.org

Add Myself / Connected User Add Other Counsel View Participant Activity

File your document.

Select "File to this Case".

Case Details [File to this Case](#)

MICHIGAN STATE OF THE PEOPLE OF THE vs. CASTRO, JOSE
1994-020685-PZ
MI Ottawa 20th Circuit Court
Case Type: Miscellaneous Proceedings

Case Contacts (10)

Name	Role	Organization	Email
Bowling, Kevin	Attorney	20th Circuit Court	kbowling@miottawa.org
Kuiper, Renee	Attorney	Ottawa County Clerk	rkuiper@miottawa.org
Kuiper, Renee	Pro Se	Clerk's Office	reneekuiperatt@gmail.com
Holt, Barbara	Pro Se	In Pro Per	bholt@miottawa.org
Rowden, Rebecca	Pro Se	20th Circuit Court	rrowden@miottawa.org
Petty, Steven	Pro Se	ImageSoft Inc.	spetty@imagesoftinc.com
Lange, Elizabeth	Pro Se	Ottawa County Circuit Court Records	elange@miottawa.org
Rooks, Amy	Pro Se	County Clerk/Register of Deeds	arooks@miottawa.org
Whitney, Stew	Pro Se	Ottawa County	swhitney@miottawa.org
Corrigan, Lauren	Pro Se	Clerk/Register of Deeds	lcorrigan@miottawa.org

[Add Myself / Connected User](#) [Add Other Counsel](#) [View Participant Activity](#)

Your name will appear in the "Filer" box. Click where it says "click here" to upload your file.

File to: MI Ottawa 20th Circuit Court
Case Number: 1994-020685-PZ
Case Title: MICHIGAN STATE OF THE PEOPLE OF THE vs. CASTRO, JOSE

Client / Matter Number (optional)

Filer: [Kuiper, Renee](#) [Don't use your file?](#) File Document Serve Document

Max File Size: 5.00 MB

[Click Here to Upload File\(s\) -or- Drag and Drop](#) [Download Form](#)

Select the correct filing type. Select who should receive a copy of the document from the list of service recipients (case contacts).

Filing Name: notice of hearing **File Size:** 14.66 KB **Filing Type:** MISCELLANEOUS - \$0.00 **Upload Status:** **Fee:** \$0.00 [View](#) [Edit](#) [Remove](#)

Max File Size: 5.00 MB

[Click Here to Upload File\(s\) -or- Drag and Drop](#) [Download Form](#)

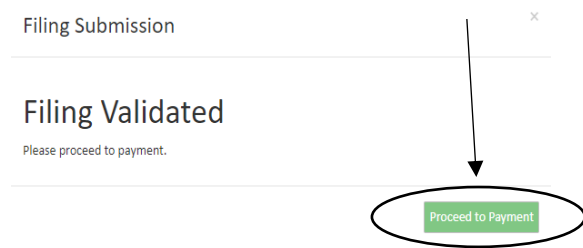
[Select Service Recipients](#)

First / Last Name	Role	Address	Service Type
Kevin Bowling	Attorney	kbowling@miottawa.org	e-Serve
Renee Kuiper	Attorney	rkuiper@miottawa.org	e-Serve

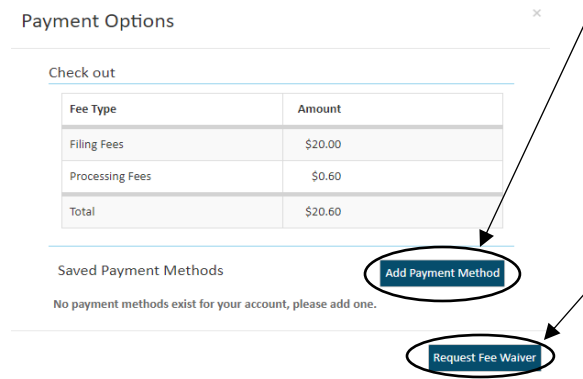
Click "Submit Filing(s)".

[Save Progress](#) [Submit Filing\(s\)](#) [Cancel Filing](#)

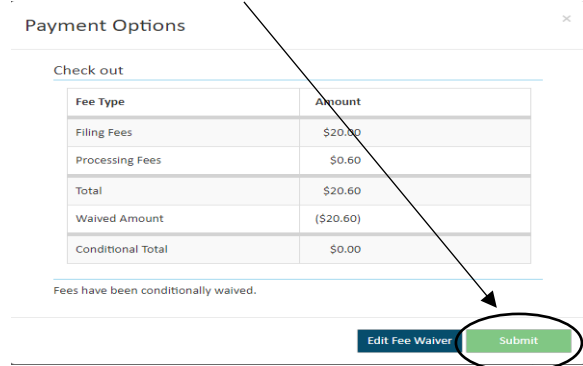
A pop-up will appear. Click "Proceed to Payment".



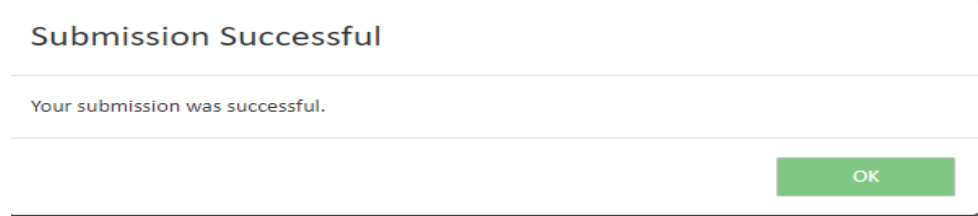
Another pop-up will appear. You can add a payment method or request a fee waiver.



Click submit.



If the following pop-up appears, your submission was successful. You should also receive an email indicating your documents were submitted to the court.



Need Help?

If you need help with e-filing, go to the Clerk/Register's Office on the 3rd floor of the Grand Haven Courthouse during normal business hours. Normal business hours are Monday through Friday 8:00 am – 5:00 pm. Please note, the Clerk's office opens at 9:00 am (instead of 8:00 am) on the first Friday of the month.

If you have questions about using MiFile, please contact support@truefiling.com or call (855) 959-8868.



Instructions – DO

Packet 4

Step 6: Keep the Case Going

If your helper **handed** papers to the other party, you must wait **21 days** from the date of service before taking your next step. If your helper **mailed** the papers, you must wait **28 days**. Identify how the other party responded to your complaint and complete the forms listed. These forms will need to be electronically filed (e-filed).

Judgment of Divorce

Your divorce judgment is a very important document. It is the court order that grants your divorce, explains how your property and debts will be divided and identifies who will pay support. Every divorce is different and it is your responsibility to make sure your judgment addresses all the issues in your case. The judgment you received in this packet includes topics that everyone must address. However, you may need to address topics that are not included. This is your judgment and you may make changes if needed.



You must talk with an attorney if you have questions about what you can or should include in your judgment. You must also talk with an attorney if you need advice on what to do next.

Answer

An answer is a written response to your complaint. The answer will let you know what the other party agrees or disagrees with. When an answer is filed, your case will be referred to mediation. If the other party files an answer, they must give you a copy. You may receive a copy via MiFILE (if you have added yourself as a case contact) or by mail. If you receive a copy of an answer, you should watch your mail for a notice from the court. This notice is called a scheduling order and it will explain your next steps.

Agreement

You can complete a consent judgment if you can work with the other party to resolve all issues regarding property division and support. Both of you must agree to all terms of the judgment.

- Motion to Enter Judgment of Divorce
- Judgment of Divorce

No Answer, No Agreement

If the other party does not respond to the summons and complaint, you may file a default and request that the court enter a default judgment.

- Default (MC 07)
- Motion to Enter Judgment of Divorce
- Judgment of Divorce



Instructions – DO

You must use your MiFILE account to file the Motion to Enter Judgment of Divorce and Notice of Hearing together, along with the Judgment of Divorce as one document.

****IMPORTANT** At the same time, file the Judgment of Divorce only as a separate document. If this step is missed, the court hearing may be rescheduled.** If you attend your court hearing and the Judge makes any changes to the Judgment of Divorce, the copy the Judge signs will be filed with the clerk's office and your copy will be rejected as a duplicate.

Step 7: Get a Hearing Date

You will need to get a hearing date before serving a copy of the Motion to Enter Judgment of Divorce on the other party. There are two ways to get a hearing date.



1. **Go to the Clerk's office.** Bring your completed motion to the Clerk's office and request a hearing date. The clerk can only schedule a hearing if your motion is complete. You cannot get a hearing date over the phone.
2. **Check your MiFILE account.** When you file your motion electronically without a hearing date the clerk will add the hearing date to your motion. You will be able to view the hearing date by reviewing your "Filed Stamped Copy" in MiFILE.

Serve the Other Party

Complete the Proof of Service for Motion to Enter Judgment of Divorce and Notice of Final Hearing and file it electronically.



If the other party has not added themselves as a case contact in MiFILE, you will need to serve them by mail.

Changing a Default Judgment

If you make any changes to your default judgment, you must notify the other party of the changes at least 14 days before your final hearing. You can notify the other party of the changes by sending an updated copy of your proposed judgment.

Changing a Consent Judgment

You cannot make changes to a consent judgment without the approval of the other party. If you want to make changes and the other party does not agree, you will need to wait until your hearing and ask the judge or referee to make the changes. The judge will decide if your request should be granted.

Before Your Hearing

If you have questions about completing your paperwork, come to the Legal Self-Help Center. Make 2 copies of your Judgment of Divorce, including any attachments.



For more information about finishing your divorce, read "Finishing your Michigan Divorce without Minor Children" at www.michiganlegalhelp.org

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	DEFAULT REQUEST AND ENTRY	CASE NO. and JUDGE
---	--------------------------------------	---------------------------

Court address _____ Court telephone no. _____

Plaintiff's name, address, and telephone no.

Defendant's name, address, and telephone no.

v

Plaintiff's attorney, bar no., address, and telephone no.

Defendant's attorney, bar no., address, and telephone no.

Party in default: _____

REQUEST

1. I request the clerk to enter the default of the party named above for failure to plead or otherwise defend as provided by law.
2. The defaulted party is not an infant or incompetent person.
3. It is unknown whether the defaulted party is in the military service. The defaulted party is not in the military service.
 The defaulted party is in the military but there has been notice of pendency of the action and adequate time and opportunity to appear and defend has been provided. Attached, as appropriate, is a waiver of rights and protections provided under the Servicemembers Civil Relief Act. Facts upon which this conclusion is based are: (specify)
4. This request is made on my personal knowledge and, if sworn as a witness, I can testify competently to the facts in this request.

I declare under the penalties of perjury that this request has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Applicant/Attorney signature

Subscribed and sworn to before me on _____
Date

Deputy clerk/Notary public signature

My commission expires on _____
Name (type or print)

Notary public, State of Michigan, County of _____ . Acting in the County of _____ .

This notarial act was performed using an electronic notarization system or a remote electronic notarization platform.

NOTE: Default can be entered by a district court clerk without the request of a party.

DEFAULT ENTRY

The default of the party named above for failure to plead or otherwise defend is entered.

Court clerk signature and date

Use note: The party who sought the entry of the default is responsible for serving all parties in accordance with MCR 2.603(A)(2).

CERTIFICATE OF MAILING

I served a copy of this default request and entry on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined by MCR 2.107(C)(3). I declare under the penalties of perjury that this certificate of mailing has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Date

Signature

State of Michigan 20th Circuit Court Ottawa County	Motion to Enter Judgment of Divorce Notice of Hearing	Case Number
--	--	--------------------

Court Address: 414 Washington, Rm. 320, Grand Haven, MI, 49417

Court Phone: 616-846-8315

Plaintiff	Defendant
Name: _____	Name: _____
Address: _____	Address: _____
Phone #: _____	Phone #: _____

- A default was entered on _____; **or**
 The defendant and I have worked together to complete our judgment of divorce.

I ask the court to enter the proposed judgment of divorce I have attached to this motion.

The statements I made above are true to the best of my knowledge.

Date: _____ Signed: /s/ _____

Notice of Hearing (when to come to court)

This motion has been scheduled for hearing on:

_____, _____ at _____
Day Date Time

In courtroom _____ at the court address listed above.

Note: If the judge agrees to enter the proposed judgment, this will be your final divorce hearing.

State of Michigan 20th Circuit Court Ottawa County	Judgment of Divorce no children	Case Number
--	---	--------------------

Court Address: 414 Washington, Rm. 320, Grand Haven, MI, 49417**Court Phone:** 616-846-8315**Plaintiff****Defendant**

Name: _____	Name: _____
Address: _____	Address: _____
Phone #: _____	Phone #: _____

This is your final divorce judgment. This judgment must include all agreements you and your spouse have made. The court can only enforce agreements that are included in this judgment.

1. Type of Judgment

This judgment is entered after the defendant's default; on agreement of the parties (consent); after a hearing or trial.

2. Breakdown of Marriage

The court finds that there has been a breakdown of the marriage relationship to the extent that the objects of matrimony have been destroyed and there remains no reasonable likelihood that the marriage can be preserved.

3. Divorce

The marriage between the plaintiff and defendant is dissolved. The parties are divorced.

4. Spousal Support (alimony)

Neither party is awarded spousal support. Spousal support is forever barred.

Spousal support is reserved. The plaintiff defendant may request spousal support in the future.

Spousal support is awarded to the plaintiff defendant. A Uniform Spousal Support Order (FOC 10b or 10c) is attached.

5. Real Property (land or home)

The parties do not own any real property together.

The parties lived in a house that the plaintiff defendant purchased before the marriage.

The real property is awarded as follows:

Address	Tax Parcel Number	Awarded to:	Any debt will be paid by:
		<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant	<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant
		<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant	<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant

The party awarded the property will prepare a quit claim deed. The other party will sign the quit claim deed upon request.

The party awarded the property will use their best efforts to refinance the home and remove the other party's name within _____ days. If unsuccessful, then

Other: _____

6. Personal Property (possessions, assets or business interests of any kind)

Each party is awarded the personal property now in their possession or control as their separate property. No transfer of property between the parties is required.

The parties' personal property is awarded as follows:

Item	Awarded to:
	<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant
	<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant
	<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant

Other: _____

7. Vehicles

The parties do not own any vehicles together.

The parties' vehicles are awarded as follows:

Make and Model	VIN Number	Awarded to:	Any loan will be paid by:
		<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant	<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant
		<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant	<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant

The party awarded the vehicle will use his or her best efforts to refinance the vehicle into their own name within _____ days of this judgment. If unsuccessful, then:

Other: _____

8. Debts

- The parties have no debts together.
- Each party is responsible for paying the debts in their own name.
- Debts are divided as explained below:

Amount	Creditor (person or company owed the debt)	Account Number (last 4 digits only)	Debt will be paid by:
			<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant
			<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant
			<input type="checkbox"/> plaintiff <input type="checkbox"/> defendant

Other: _____

9. Debt Collection (hold harmless)

- Does not apply.
- If one party fails to pay a debt as ordered above and the creditor tries to collect the debt from the other party, the party who was ordered to pay the debt must hold the other party harmless from any collection action about the debt. This includes reimbursing the other party for any of the debt they paid and for attorney fees or costs related to defending against the collection action.

Other: _____

10. Retirement Accounts

- The parties do not have retirement accounts.
- Each party is awarded their own retirement accounts as their separate property.
- The plaintiff defendant is awarded _____ % of the other party's retirement accounts.
- The plaintiff defendant will have a QDRO¹ prepared and submitted to the court by _____, 20 ____.

Other: _____

11. Money Judgment

- Neither party requested a money judgment.
- The plaintiff defendant must pay the other party \$ _____.
- The court grants a judgment for this amount. Interest shall be paid at the statutory interest rate.

Other: _____

¹ A QDRO is a technical document that should be prepared by an attorney or someone familiar with the terms of the individual retirement plan and ERISA or other applicable law.

12. Name Change

- Neither party asked for a name change.
- The plaintiff's name is changed to: _____
- The defendant's name is changed to: _____

13. Life Insurance

- The parties do not own any life insurance policies.
- Any interests of either party in any insurance policy or insurance contract on the life of the other party are extinguished. Each party holds their policy or policies free and clear of the other party.

14. Documents

Each party will properly prepare and deliver to the other party all documents required to divide property and debt as ordered in the judgment within 30 days of the date of this judgment. If necessary, a certified copy of this judgment may be recorded with the register of deeds in any county of this state where property is located.

15. Hidden Assets

If either party has hidden any of their assets from the other party, the issue of property division in the divorce may be reopened on motion of either party. If this motion were to be granted, this court would resolve the distribution of any previously undisclosed (hidden) assets.

16. Health Insurance Availability Through COBRA

Either party may obtain coverage for themselves under the other party's present medical or health insurance policy carried through their employer pursuant to the provision of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Each party shall, immediately upon entry of this judgment of divorce, notify their respective plan administrator of this provision, to enable the plan administrator to give proper notice to the other party pursuant to COBRA.

17. Prior Orders

Except as otherwise provided in this judgment, any non-final orders or injunctions entered in this action are terminated.

18. Effective Date of Judgment

This judgment will become effect immediately after it is signed by the judge and filed with the clerk.

19. Suspended Fees and Costs

- The fees and costs in this case have been paid.
- The fees and costs in this case will be paid by the plaintiff defendant.
- The fees and costs in this case are waived.

20. Case Closure

This judgment resolves the last pending claim and closes this case, except to the extent jurisdiction is retained by law.

21. Other Provisions

See attached.

This document is an agreement of the parties; presented by me.

In signing this judgment of divorce, I verify that I have read and understand its provisions and approve its substance and form.

/s/ _____
Plaintiff Signature

/s/ _____
Defendant Signature

Printed Name

Printed Name

Date

Date

Date: _____

Judge: _____

Note: If spousal support is being awarded, Form FOC 10b or 10c must be attached to this judgment. If real property is being divided, a legal description for the property must also be attached.

State of Michigan 20th Circuit Court Ottawa County	Proof of Service	Case Number
--	-------------------------	--------------------

Court Address: 414 Washington, Rm. 320, Grand Haven, MI, 49417

Court Phone: 616-846-8315

Plaintiff	Defendant
Name: _____	Name: _____
Address: _____	Address: _____
Phone #: _____	Phone #: _____

I served the defendant with copies of the paperwork listed below on (date) _____.

Paperwork that was served:

- Default¹
- Motion to Enter Judgment of Divorce
- Proposed Judgment of Divorce
- Notice of Hearing
- Other: _____

How the paperwork was served²:

- Sent by ordinary first-class mail; **or**
- Handed to the defendant; **or**
- Sent electronically through MiFILE.

The statement I made above is true to the best of my knowledge.

Date: _____ Signed: /s/ _____

¹ According to MCR 3.210(B)

² According to MCR 2.107



Instructions – DO

Packet 5

Step 8: Attend Final Hearing



Organize your paperwork and bring it with you to court. Go into the assigned courtroom before your hearing time. The judge/referee will not look for you in the hallway. The judge may be listening to another case. That is ok. Sit quietly in the courtroom and wait for the judge to call your name or case number. When your case is called, bring your completed judgment to the judge. Keep your testimony sheet. This is your “cheat sheet”. The judge may ask you to read the testimony sheet. Or, the judge may ask you questions from the sheet. You will not turn the testimony sheet in.

After Your Hearing

Go to the court clerk’s office and get your copies. If your hearing is in front of a referee, your copies will not be available right away. After your hearing, the referee will bring your paperwork to the judge. The judge may not be able to sign your paperwork right away. If you provide 2 stamped envelopes (one addressed to you, one addressed to the other party), the court clerk will mail copies of the judgment once it is signed. Complete the Proof of Service for Final Judgment and file the proof of service electronically.

Testimony

My full name is _____.

My address is _____, and I am the plaintiff in this case.

1. I married the Defendant on _____ (marriage date) at _____ (marriage location).

2. I filed a complaint for divorce on _____ (filing date).

3. I lived in Michigan for 180 days and in Ottawa County for 10 days immediately prior to filing this Complaint.

4. When I filed my complaint for divorce all the statements were true.

5. All the statements in my complaint for divorce are still true today.

6. There has been a breakdown of the marriage relationship such that the objects of matrimony have been destroyed and there remains no reasonable likelihood that the marriage can be preserved.

7. I do not believe there is any possibility of reconciliation.

8.

I am not currently pregnant; **OR**

To the best of my knowledge, my wife is not currently pregnant.

9.

With Children: The Defendant and I have _____ (number) minor children together. Their names and ages are:

Without Children: There are no minor children of this marriage.

10. I have read all of the terms of the proposed Judgment of Divorce and am in agreement with them.

11. (For wife only) I would like the court to allow me to use my prior surname, _____.

I ask that this Court grant an absolute judgment of divorce.

Thank you, Your Honor.

State of Michigan 20th Circuit Court Ottawa County	Proof of Service Judgment of Divorce	Case Number
--	--	--------------------

Court Address: 414 Washington, Rm. 320, Grand Haven, MI, 49417

Court Phone: 616-846-8315

Plaintiff	Defendant
Name: _____	Name: _____
Address: _____	Address: _____
Phone #: _____	Phone #: _____

On (date) _____, I served a copy of the Judgment of Divorce on the other party.

- I mailed a copy by ordinary first-class mail; **or**
- I personally handed him/her a copy; **or**
- I sent a copy electronically through MiFILE.

The statement I made above is true to the best of my knowledge.

Date: _____ Signed: /s/ _____