

**STEP 1** - The person that has decided to file for divorce must fill out the following forms, sign in front of a Notary Public, and submit to the New Jersey County Court Clerk's Office in your county:

- **Complaint for Divorce**
- **Divorce Summons**
- **Affidavit of Insurance Coverage**
- **Non-Military Affidavit**
- **Family Case Information Statement**
- **Certification by Self-Represented Litigant**
- **Confidential Litigant Information Sheet**

**STEP 2** - Now you must **serve** following forms to your spouse:

- **Complaint**
- **Divorce Summons**

To speed up the process it is highly advised to send (but not required to serve) all copies of forms and papers you submitted to the clerk's office in Step 2 as well as the **Waiver of Process and Entry of Appearance**.

**STEP 3** - Now you must find a way to get a completed and signed **Affidavit of Insurance Coverage & Waiver of Process and Entry of Appearance** from your spouse. Once you receive this form back, you will have to deliver and file it with the clerk.

**\*If you have children** you must also file at the same time the **Shared Child Custody Support Worksheet** which states the amount of child support to be paid. This form can only be filed when both spouses have mutually agreed to a child support arrangement.

**STEP 4** - At this time, both spouses should meet and negotiate the **Separation and Property Settlement Agreement** and the **Final Judgment of Divorce**. The **Separation and Property Settlement Agreement** is the official form that states the major assets and debts that each party will take possession of after the divorce has been finalized.

**\*If you have children**, and you have come to an agreement upon all your financial affairs for after the divorce, you may now ask the clerk to direct the both of you to parental education classes that are mandatory in order to compete the divorce.

Once completed, you will receive a certificate that you will need to show the clerk.

**STEP 5** - It is the responsibility of the spouse that filed for divorce to schedule a hearing. Contact the clerk's office and request a court date. Once you have successfully received a date, you must complete the **Request and Notice of Default Hearing** and send notice to your spouse.

**STEP 6** - It is now time to enter your court hearing. Now you must go and be sure to bring with you 4 copies of the following documents:

- **Judgment**
- **Separation and Property Settlement Agreement** (Attach this form to the Judgment)

**STEP 7** - Upon receiving your signed **Judgment** from the Judge you will be required to file the form with the clerk. You have now officially divorced in the State of New Jersey.