

FOR INDIVIDUALS PETITIONING OUT OF STATE / OR BY MAIL

Follow all **instructions** thoroughly.

If you are filing:

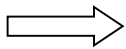
*A *Child Support* petition, the instructions for letter **K** is the only one that will change for you.

*A *Custody* petition, the instructions for letter **K** is the only one that will change for you.

*A *Parenting Time* petition, the instructions for letter **I** is the only one that will change for you.

*A *Domicile/Legal Residence Petition*, the paragraph on how to obtain a hearing date is the only one that will change for you

*A *Case Transfer Petition*, the paragraph on how to obtain a hearing date is the only one that will change for you



To obtain a hearing date you will first need to send the COMPLETED original petition, with all attachments, to the Friend of the Court Office along with a check or money order made out to the County Clerk's Office (see below for appropriate price). **You must complete your petition up to the point of notice of hearing. Leave the notice of hearing AND certificate of mailing sections blank.** The Office Manager will walk your petition downstairs to the County Clerk's Office and have your check or money order receipted in. The Office Manager will then return your petition to you with a hearing date. The Office Manager will also file your petition with the county clerk's office, send a copy to the other party and file one in the Friend of the Court file.

FILING FEES – Only make out one check/money order for the TOTAL amount

For a Child Support Petition:

\$20 filing fee and \$40 order entry fee, **total of \$60** needs to be paid

For a Custody Petition

\$20 filing fee and \$80 order entry fee, **total of \$100** needs to be paid

For a Parenting Time Petition

\$20 filing fee and \$80 order entry fee, **total of \$100** needs to be paid

For a Change in Domicile/Legal Residence Petition

\$20 filing fee and \$80 order entry fee, **total of \$100** needs to be paid

For a Case Transfer Petition

\$20 filing fee, **total of \$20** needs to be paid

(upon approval from Referee, \$150 will be paid at a later time)