

MO PRIYA – [Client’s name]’s Next Steps

A blue bird with glasses on a sticker

AI-generated content may be incorrect.



YOUR COURT INFO:

**Your courthouse is located at:**{{ case.court\_name }}

{{ case.address.line\_one() }}

{{ case.address.line\_two() }}

{{ phone\_number\_formatted(case.phone) }}

{{ case.photo }}

**Index**

Before You File

Filing Your Pleadings

Service

Your Final Hearing

After Your Hearing

A clipboard with check marks and text

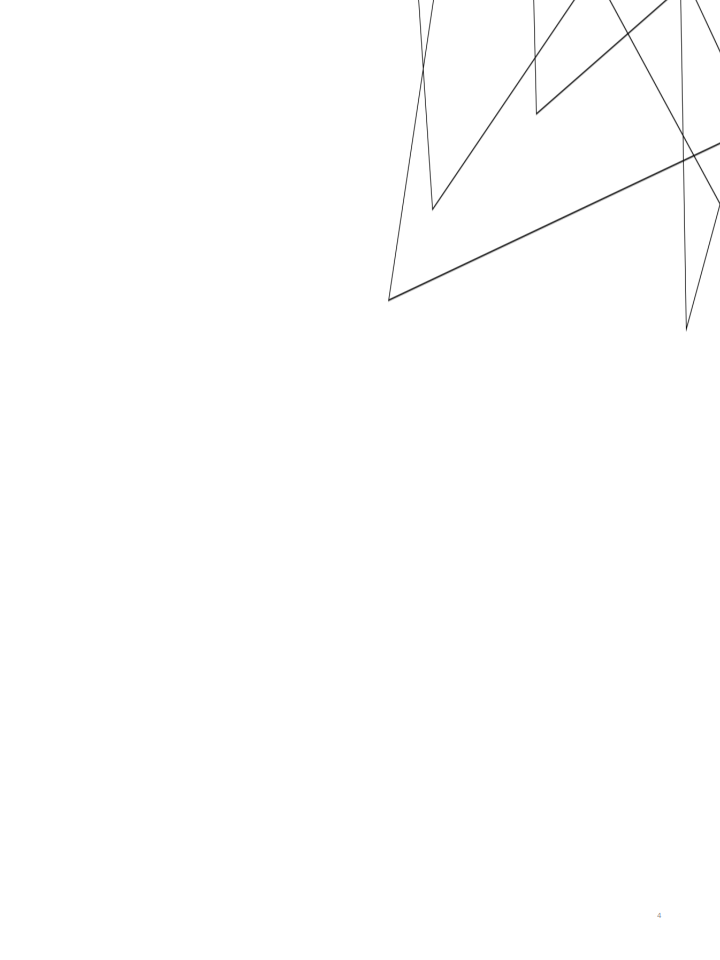
AI-generated content may be incorrect.

|  |
| --- |
| Before you file |
| * Print everything and compile neatly into two piles (one redacted, one unredacted). You should have: |
| * {%p for doc in doc\_list.true\_values() %} * {{ doc\_list\_dictionary[doc] }} * {%p endfor %} |
| {%tr if minor\_children %} |
| * Complete the Missouri Litigant Awareness Program at selfrepresent.mo.gov |
| * Complete and print the Certificate of Completion of the Litigant Awareness Program |
| {%tr endif %} |
| * Bring your paperwork to a notary public to sign. You can typically find a notary public at your local library or at your bank, but make sure to call ahead! You may need an appointment. (Do not sign the documents until you are in front of the notary!) |

Filing Your Pleadings

* Your courthouse is located at {{ case.address.on\_one\_line() }}.
* Documents are filed with the **Circuit Clerk’s office**.
* Be prepared to pay a filing fee [even if you are filing a Motion to Proceed as a Poor Person].
* After you file, you will receive a letter in the mail from the court with your assigned case number and first court date.
* {%p if minor\_children %}
* Check your local court rules to find if your county requires a specific parenting class. If not, go to **courseforparents.com** or [**https://extension.missouri.edu/programs/focus-on-kids**](https://extension.missouri.edu/programs/focus-on-kids)
* {%p endif %}
* **MAKE SURE TO UPDATE THE COURT IF YOUR MAILING ADDRESS CHANGES**

{%p if case.filed in ["not\_filed"] %}



**SERVICE**

**In Person Service**

* Your spouse can be served:
  + Where they’re staying;
  + Where they work; or
  + Anywhere they might be (e.g. a friend or family member's house, a bar, or at a court date.)

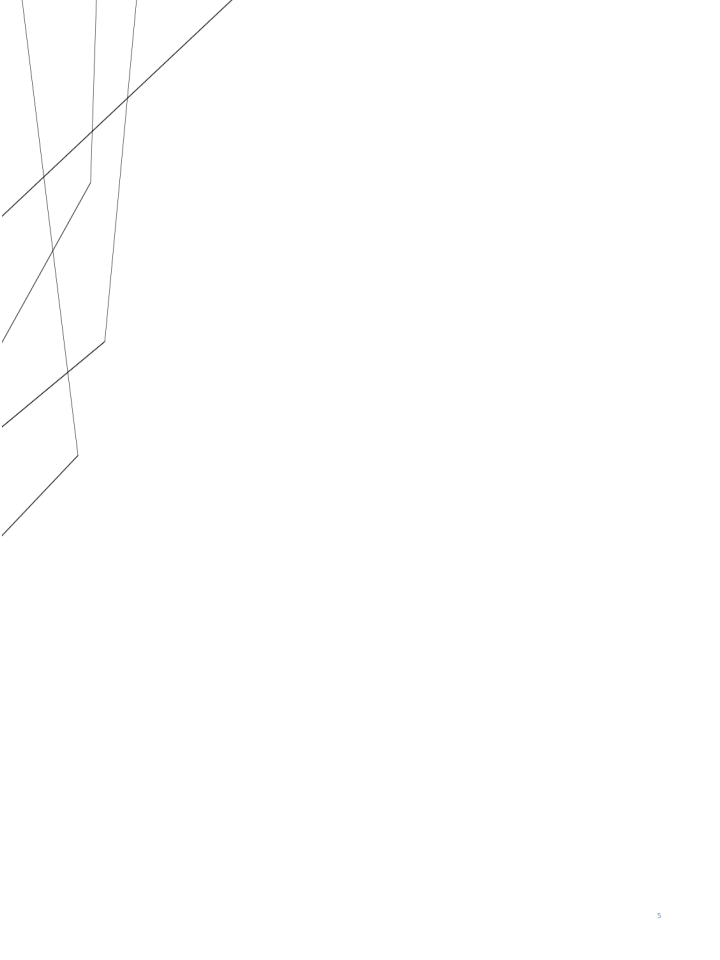
By Sheriff

* Standard method of service and most cost-effective option.

By Process Server

* If the Sheriff is not able to serve your spouse, a special process server is another option. You may need to file a motion with the court for permission to use a special process server.
* Visit NAPPS.ORG to find a special process server in your area.
* Check your local court rules for more information and rules for appointing a special process server
* **Service by Publication**
* If attempts to serve your spouse in person have failed, you can file a request to serve them by publication.
* What to know about service by publication:
  + A notice will be posted in your local legal newspaper, also called a paper of record, informing your spouse that you have filed for divorce.
  + The court may be unable to award monetary relief such as maintenance or child support

{%p endif %}



**YOUR FINAL HEARING**

|  |
| --- |
| **WHAT TO BRING** |
| * Hearing Script |
| * Completed Judgment of Dissolution |
| * Any evidence |

**WHAT TO DO**

**1. Dress Respectfully**

* + - Wear business-casual clothes. Think church or job interview attire.
    - Avoid hats, tank tops, shorts, or anything too casual.

**2. Arrive Early**

* + - Get to the courthouse at least 30 minutes early.
    - Find your courtroom and check in with the clerk or bailiff.

**3. Speak Clearly and Respectfully**

* + - Always call the judge “Your Honor” unless they direct you otherwise.
    - Never interrupt the judge or your ex.
    - Stay calm, even if emotions are running high.

**4. Be Honest**

* + - Lying or exaggerating will only hurt your case.
    - It’s okay to admit what you don’t know or don’t have necessary proof.

**5. Don't Argue with Your Ex**

* + - Even if your ex lies, don’t interrupt or react.
    - Wait for your turn to speak.
    - How you act in court can affect the outcome of your case.

**6. Listen Carefully**

* + - Pay attention to the judge’s questions and instructions.
    - If you don’t understand something, it’s okay to politely ask for clarification.

**7. Be Ready to Explain Agreements or Disagreements**

* + - If you and your ex agree on some things, say so clearly.
    - If not, be ready to explain what you think is fair and why.

AFTER YOUR HEARING

* **Name change?** 
  + **Start with Social Security**
    - Take a **certified copy** of your judgment to the **Social Security office**. Fill out an application for a **new Social Security card**.
  + **Update your driver’s license**
    - Bring your **certified judgment** and your **new Social Security Card** to the **Department of Motor Vehicles** (DMV).
  + **Notify important companies**

Examples:

* + - Banks
    - Credit card companies
    - Utility providers
    - Insurance agencies
* **Close joint accounts**
  + Make sure to **close any accounts** you shared with your ex, if needed.
* **Exchange property**
  + If your judgment says to divide property, **set a date to make the exchange**.
* **Vehicle in both names?**
  + Title
    - Fill out a Gift Affidavit (signed in the presence of a notary) for each vehicle that you were **not** awarded in the divorce and give the Gift Affidavit to your spouse. Visit <https://dor.mo.gov/motor-vehicle/> for more info.
    - For each vehicle that you **were** awarded, take your title and the Gift Affidavit completed by your spouse to the License Office.
  + Update your registration at the License Office if necessary.
* **Own real estate?**
  + House awarded to one spouse
    - File a Quit Claim Deed with the Recorder of Deeds in the county (courthouse) in which the house stands

