

8 Step Roadmap to RESPOND to a Dissolution (Divorce)

This roadmap is a guide to aid in completing the paperwork for responding to a dissolution of marriage or registered domestic partnership (RDP). By following this step-by-step roadmap, you can more effectively navigate the court system to reach a judgment in your case. The legal process is complicated. If you are representing yourself, then you are your own lawyer. The content of this roadmap is intended for informational purposes only and may not contain complete statements of the law. It is not legal advice. If you need advice about your case, you will need to ask a lawyer. Court staff cannot give legal advice. This roadmap is designed for the person who was served with paperwork that the other side filed to start a court case (Respondent).

IMPORTANT! You have 30 days following the date you were served with the petition to file a written response with the court. If you do not respond, the other party may be granted everything they asked for in the petition.

8 Steps to a Dissolution

1. Issues to Consider
2. Getting Started
3. Temporary Orders
4. Document Review
5. Filing
6. Service
7. Finding the Right Path to Judgment
8. Things to do after your divorce Judgment is finalized

Step 1: ISSUES TO CONSIDER

The following is a road map of the legal process for filing a Response to a court case. This “map” provides information and links to websites for resources to assist you. It may also be helpful to review the list of [Frequently Asked Questions](#) (FAQ’s). First, consider if you have children. There are online resources to create a [parenting plan](#) and [calculate child support](#). Review the Oregon State Bar [website](#) for information about property and debt considerations. If you have real property, retirement accounts, spousal support, or other extenuating circumstances not listed here, you are strongly advised to consult a lawyer, as these factors may complicate your case. **IMPORTANT!** Remember you only have 30 days from the date you were served to file your response with the court.

Are there children involved?

Yes

No

[Parenting Plan](#)
(Custody and Parenting Time)

[Child Support](#)

[See Property and Debts](#)

[Safety Issues](#)

[Do you live long distance from the other parent?](#)

Is there an existing Order?

Yes - Have circumstances changed to review the order for modification?

No - Calculate support by visiting [Division of Child Support](#)

Property and Debts

Visit the [Oregon State Bar Website](#) to review legal topics

More information at:
[OregonLawHelp.org](#)

Step 2: GETTING STARTED

Before getting started, you may want to review the [legal terms glossary](#) to better understand terms you'll see and hear as you go through the legal process. Take the time to review this step to help you get organized and gather the forms and tools you'll need to respond to your case.

Check off the
boxes as you
complete each

TASKS TO COMPLETE STEP 2:

- ☐ Review the [GLOSSARY OF TERMS](#) for legal terminology and definitions
- ☐ Forms are available online at the [Family Court Assistance Office site](#), the Family Court Assistance Office or the Cashiers on the [2nd floor of the courthouse](#)
- ☐ Complete the **required** [Focus on Children/Mediation Orientation](#) class (if minor children are involved)

Start your case by selecting the correct [forms](#):

REQUIRED FORMS:

- ☐ Response
- ☐ UTCR 2.130 CIF
- ☐ Notice of CIF Filing

OPTIONAL FORMS:

- ☐ [Application for Waiver or Deferral of Fees](#)

Remember...

Forms are [free to
download online!](#)

Interactive forms are
also available online using [OJD iForms](#)
(Interactive Forms)

Step 3: TEMPORARY ORDERS



For more information and instructions on how to request temporary orders, please visit the [Family Court Assistance Office](#) or consult a lawyer.

You may be entitled to certain temporary orders to help resolve issues while this case is pending, such as support, safety, property, or issues regarding your children. While some forms are available [online](#) or directly from the [Court](#), you may need the assistance of an attorney to prepare other forms or to determine what temporary orders might be appropriate in your case. If you have a restraining order in place because of a safety related issue or need to seek a restraining order, you can obtain information about protective orders [here](#). **REMINDER:** You may need to have the Petitioner personally served with certain requests for temporary relief.

Step 4: DOCUMENT REVIEW



You are strongly encouraged to have your documents reviewed by a lawyer or by the [Family Court Assistance Office](#).

Resources to consider for Document Review:

- [Family Court Assistance Office](#)
- [Oregon State Bar](#)
- [Lane County Legal Aid/Oregon Law Center](#)

Step 5: FILING

The following steps will help you understand the process for filing your beginning documents with the court.

Remember...it's your responsibility to keep the court informed of the correct address

TASKS TO COMPLETE STEP 5:

- ☐ Make 2 sets of copies of each completed form
- ☐ Filing Fee Options:
 - Be prepared to pay the filing fee; OR
 - [Apply for a fee waiver](#) by completing the [Application for Waiver or Deferral of Fees](#)
- ☐ File your **original forms** with the [cashiers](#)
- ☐ The cashier will stamp each form, keep the originals and return your stamped/conformed copies
- ☐ Keep one set for your records

Remember, you have 30 days from the date you were served to file a response with the court. If you do not respond, the other party may be granted everything in the Petition.

Step 6: SERVICE

A certificate of mailing may be incorporated into your Response form or filed as a separate Certificate.

TASKS TO COMPLETE STEP 6:

- ☐ Mail a true copy of the Response and Notice of CIF filing to the Petitioner via first class US mail.
- ☐ Complete the Certificate of Mailing section and file it with the cashiers on the second floor of the courthouse.

REQUIRED FORMS:

- ☐ Certificate of Mailing

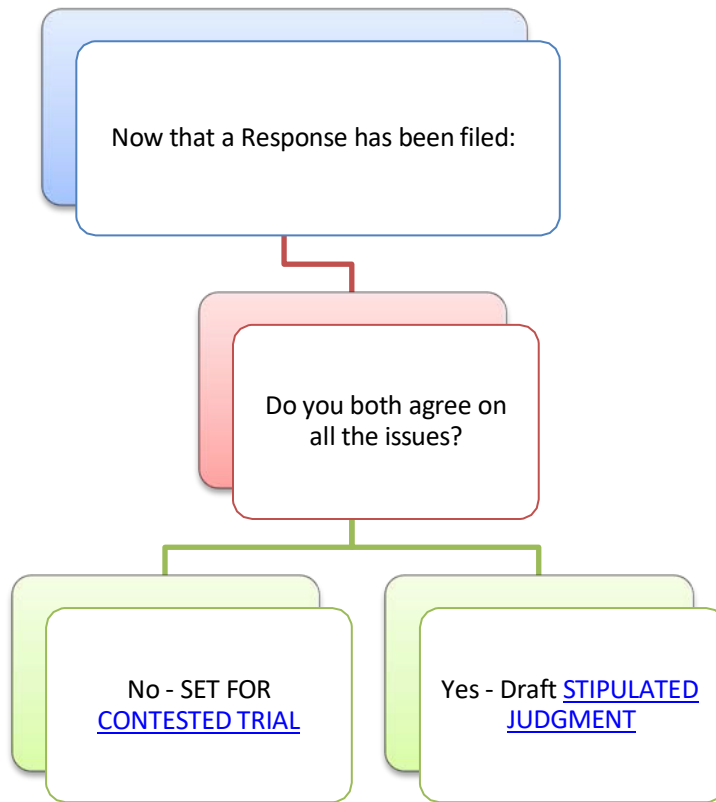
Note:

Once you file your Response, the case will be set "at issue" and the Calendar Department will send out notices regarding setting a trial date. The notice also includes important information about the [two different types of trials](#) available in the Lane County Circuit Court.

Step 7: FINDING THE RIGHT PATH TO JUDGMENT

The Judgment finalizes your divorce and contains all of the issues decided in mediation, hearing, or through your agreement. There are multiple ways to reach your divorce judgment. Follow the flow chart below to find which of the ways best fits your case. Each judgment will have different tasks needed to complete it, once you have chosen the correct judgment review the necessary steps to finalize your case.

Using the flow chart below, find which judgment you will need – on the following pages are instructions for each judgment type. YOU ONLY NEED TO FOLLOW THE STEPS FOR THE APPROPRIATE JUDGMENT





**Uncontested or Stipulated
Judgment**

TASKS TO COMPLETE UNCONTESTED OR STIPULATED JUDGMENT:

- ☐ Have your documents reviewed by a lawyer or the [Family Court Assistance Office](#)
- ☐ Bring the original forms referenced above to an [Ex Parte hearing](#) with either your signed waiver of appearance or stipulated judgment signed by both you and the Petitioner
(To attend an Ex Parte hearing, check in by 8:00AM with the cashiers on the 2nd floor of the Lane County Circuit Court)

REQUIRED FORMS:

- ☐ Declaration Supporting Judgment of Dissolution
- ☐ General Judgment of Dissolution

OTHER FORMS YOU MAY NEED:

- ☐ Respondents Waiver of Further Appearance and Consent to Entry of Judgment
- ☐ Notice of Proposed Judgment or Order (see [UTCRC 5.100](#))
- ☐ [Child Support Worksheets](#)
- ☐ Parenting Plan
- ☐ Focus on Children Certificate of Completion/Mediation orientation Certificate of Completion
- ☐ [Application for Waiver or Deferral of Fees](#) (If you are still unable to pay the fees you must reapply. Make sure to select the “End of Case” Fee Deferral and Waiver Application.)



CONTESTED/TRIAL JUDGMENT

When a Response is filed and parties are not in full agreement, a trial before a judge may be necessary.

The Court's docketing department will send trial notice by mail. The Court offers a pamphlet about how to prepare and what to expect at trial. Domestic relations cases are set within six months from the date the petition or show cause was filed. If child custody and parenting time are not resolved, the parties must attend mediation orientation. It may be possible to settle issues in mediation and avoid having the court impose a parenting plan. If other issues such as division of property, debts, retirement, or support remain unresolved then the case will continue to trial.

TASKS TO COMPLETE CONTESTED/TRIAL JUDGMENT:

- ☐ Consider consultation with a lawyer
- ☐ Read the [Informal Domestic Relations Trial Brochure](#)
- ☐ Read the [Trial Preparation Pamphlet](#)
- ☐ Contact Court's [docketing department](#)
- ☐ Attend [mediation orientation](#) (if minor children involved)
- ☐ Attend [trial](#) (you must personally attend unless otherwise authorized by court)

REQUIRED FORMS:

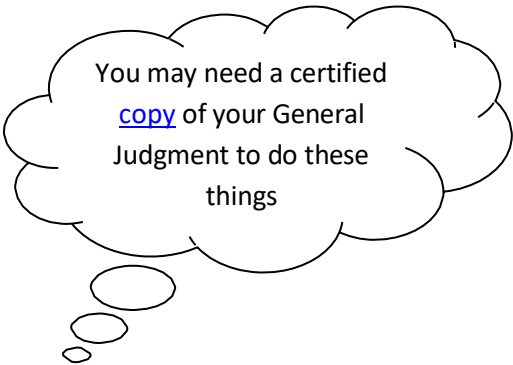
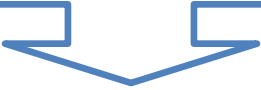
- ☐ General Judgment of Dissolution

OTHER FORMS YOU MAY NEED:

- ☐ Notice of Proposed Judgment or Order (see [UTCRC 5.100](#))
- ☐ [Child Support Worksheets](#)
- ☐ Parenting Plan
- ☐ [Uniform Support Declaration](#)
- ☐ [Statement of Assets and Liabilities](#)

Step 8

Things to do after dissolution is finalized



You may need a certified [copy](#) of your General Judgment to do these things

Review the checklist below to make sure you have completed all the necessary steps to wrap up all the loose ends after your court case has concluded and you have a judgment.

- ☐ Change your beneficiaries on your insurance
- ☐ Update your [Will or Trust](#)
- ☐ Change the titles of any property (i.e. cars, [house](#), etc.) awarded in the judgment
- ☐ Change your name with [Social Security](#), [Department of Motor Vehicles](#), employment, etc.
- ☐ Verify that any [qualified domestic relations orders](#) (QDROs) required to transfer a retirement account have been submitted to the plan administrator for processing
- ☐ Notify your employer to make changes as necessary to beneficiaries of retirement, health, and/or death benefits
- ☐ Contact current credit card companies to confirm card holders and account names
- ☐ Contact your child's school to notify them of any additional household addresses for school notices and report cards

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