

DISSOLUTIONS BY AFFIDAVIT GUIDELINES

1. The affidavit should be completely typed out without the generic designations used in the form. for example: “child” not “child(ren)”
2. The affidavit does not need to carry a place for the Judge’s signature.
3. Each multi-page document in the group should be stapled together.
4. The Judgment, and any other dated documents, should carry only one blank date line, preferably near the signature line.
5. Each signature line and each blank date line should be flagged.
6. Provide stamped self-addressed envelopes for each person you wish the clerk to send copies and if there is opposing counsel, send enough copies and envelopes so that the clerk can send them a signed copy.
7. Do not allow the Judgment (or any other document for the Court’s signature) to leave the last page with nothing on it but the Judge’s signature line. An unscrupulous person could detach it and have an original signature to attach to about anything.
8. Mail all affidavits to the circuit clerk’s office. They will process them and send them to the appropriate Duty Judge.