

HOW TO FILE CASES IN JACKSON COUNTY USING THE EFILING SYSTEM

NEW CASES

Pursuant to Jackson County Local Court Rules and Current Practices, the following domestic cases require additional filings with the petition. Each item must be filed as a separate filing by using the Add New Document option and not as an attachment to the petition.

Petition for Dissolution

Document Category: Petition/Initial Pleading Filed by/in/for

Document Type: Dissolution – Family

Motion and Affidavit in Support of Request to Proceed as a Poor Person

Document Category: Motion To/For

Document Type: Proceed In Forma Pauperis

Party Information Sheet

Document Category: Filing – Other/Miscellaneous

Document Type: Confidential Filing Information Sheet

Statement of Income and Expense (also required on Motions to Modify Child Support or Maintenance)

Document Category: Filing – Other/Miscellaneous

Document Type: Income & Expense Statement

Statement of Property and Debts

Document Category: Filing – Other/Miscellaneous

Document Type: Property Statement

Certificate of Dissolution Dept. of Health Form (for Dissolution of Marriage and Legal Separation only)

Document Category: Certificate of

Document Type: Dissolution

Proposed Parenting Plan

Document Category: Filing – Other/Miscellaneous

Document Type: Proposed Parenting Plan

Please note pursuant to Court Operating Rule 4.05(3), Dissolutions and paternity actions shall be filed separately. A separate case number shall be assigned for each dissolution and each paternity action filed and shall be related in the automated case management system for scheduling and other processing. There is no fee for the paternity case if there is currently a dissolution case on file. Paternities will only be viewable on Case.net by the attorney of record, if searched by case number.

MOTIONS TO MODIFY

Motion to Modify

Document Category: Motion To/For

Document Type: Modify – Family

Statement of Property and Debts (also required on Motions to Modify Child Support or Maintenance)

Document Category: Filing – Other/Miscellaneous

Document Type: Property Statement

MISCELLANEOUS FILINGS

Service of Process Instructions (Motion for Special Process Server, if one is requested)

Document Category: Motion To/For

Document Type: Special Process Server

Service Returns

Document Category: Notice To/For

Document Type: Service

Execution/Garnishment Request

Document Category: Request for/to

Document Type: Execution or Garnishment

Transcript of Judgment

Document Category: Request for/to

Document Type: Transcript Judgment-Associate to Circuit