

**LETTER TO THE CIRCUIT CLERK  
(FILING FORMS TO START A NEW CASE)**

**Instructions to User**

1. Complete this letter.
2. With this letter, include the *Summons* and Certificate of Dissolution, and the original and one copy of the *Petition for Dissolution of Marriage/Civil Union*.  
Also include payment for filing fees or the original and one copy of the *Application for Waiver of Court Fees*, and a self-addressed and stamped envelope for the Circuit Clerk to mail the file stamped copies to you. You may need to file your *Application for Waiver of Court Fees* in person. Call the Circuit Clerk and ask if that is necessary.
3. Send your letter and the documents listed above to the Circuit Clerk in the county where you are filing your case.

Date: \_\_\_\_\_  
Circuit Clerk of \_\_\_\_\_ County  
Address of Circuit Clerk \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Clerk:

Re: \_\_\_\_\_ v. \_\_\_\_\_ Case Number: \_\_\_\_\_  
*Plaintiff/Petitioner* *Defendant/Respondent*

I am enclosing the *Summons* and Certificate of Dissolution, and the original and one copy of the *Petition for Dissolution of Marriage/Civil Union* to be filed.

Check the box that applies:

- I have enclosed an *Application for Waiver of Court Fees* and an *Order for Waiver of Court Fees*. Please present these to a Judge; **OR**
- I have enclosed the cost of filing these documents \$ \_\_\_\_\_ .

Please issue the *Summons* and file the documents and return the *Summons* and file-stamped copies to me in the enclosed self-addressed and stamped envelope.

Thank you for your attention to this matter.

Sincerely,

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Street Address, Apt #*

\_\_\_\_\_  
*City* *State* *Zip*

\_\_\_\_\_  
*Phone*