

**UNITED STATES MARINE CORPS
LEGAL SERVICES SUPPORT TEAM, MIRAMAR
MCRD DETACHMENT
3700 CHOSIN AVENUE
SAN DIEGO, CA 9210
(619) 524-4110/4111**

MCRD San Diego Dissolution Worksheet

Uncontested Divorces Only

Please identify the Petitioner in this matter. The Petitioner is the person who starts the proceeding by filing for dissolution of marriage with the court.

Petitioner: _____
(Please print) Last, First

Please identify the Respondent in this matter. The Respondent is the person who is served with the Petition for Dissolution.

Respondent: _____
(Please print) Last, First

MCRD Procedures for Marriage Dissolution

(These procedures are ONLY FOR MCRD Legal Assistance. Every other base has its own procedures.)

Completed

- _____ 1. Meet with an attorney at Legal Assistance
Walk-ins are 0800-1000 Tuesdays and Thursday
The attorney will help you decide if you qualify for a Summary Dissolution and address any case-specific matters.
Some qualifications for Summary Dissolution: Married less than five years, no children, no real estate, no community debt over \$6,000 (not to include vehicles and student loans), no more than \$40,000 of separate property for either party.
If you qualify for a summary dissolution, DO NOT COMPLETE THE NEXT STEPS. You need a SUMMARY DISSOLUTION PACKET
 - _____ 2. Go to a divorce paperwork workshop **at the courthouse** (locations and times listed in this packet).
Bring to courthouse:
All of your financial paperwork (account numbers, Kelly Blue Book value of cars, LES, outstanding balances on any debts, estimated house value, children's birthdays, etc.)
Check or credit card for \$435 unless you qualify for a fee waiver.
 - _____ 3. Have your spouse served by someone over the age of 18 who is not you, and file the Proof of Service at the court (your spouse does not need to sign anything).
 - _____ 4. Fill out this worksheet together with your agreement or attend mediation.
Have spouse sign the final page of this packet indicating agreement to the terms.
 - _____ 5. Make a follow-up appointment with your Legal Assistance attorney.
Front desk #619-524-4111/4110
Bring: a) A copy of everything you filed at the courthouse workshop
b) A copy of the Proof of Service you filed at the courthouse after your spouse was served
c) This packet, completed and signed by your spouse
- Note: If 30 days has passed since your spouse was served and you cannot come to an agreement, make a follow up appointment anyway.
- _____ 6. If everything is in order, the Legal Assistance attorney will draft your Marital Settlement Agreement and Judgment Packet from the information you provided (check with your attorney regarding turnaround time.)
 - _____ 7. You and your spouse initial, sign, and notarize the Marital Settlement Agreement and Judgment Packet in all places indicated.
 - _____ 8. Once both parties sign the Agreement and Packet, make an appointment with the court to finish your case: <https://iflow.sdcourt.ca.gov/>

DIVORCE PETITION WORKSHOPS

You must attend a court workshop, file your Petition paperwork, and serve your spouse BEFORE returning for the Agreement.

For San Diego:

Attend a workshop by:

- 1. Arrive at the courthouse at 5:45 a.m. on a workshop day listed below to be first in line for a missed appointment's time slot**
or
- 2. Schedule online at <https://iflow.sdcourt.ca.gov/>**
Click on "workshop reservations."

Location	Days and Times
<u>Family Court</u> , 1555 Sixth Avenue San Diego, CA 92101	Wednesdays and Thursdays in English, 8:00 a.m. to 12:00 p.m. Every other Wednesday in Spanish, 8:00 a.m. to 12:00 p.m.
<u>South County Division</u> , 500 Third Avenue Chula Vista, CA 91910	Wednesdays, alternating in English and Spanish, 8:00 a.m. to 12:00 p.m.
<u>East County Division</u> , 250 E. Main Street El Cajon, CA 92020	Thursdays in English, 8:00 a.m. to 12:00 p.m. First Wednesday of every month in Spanish, 8:00 a.m. to 12:00 p.m.
<u>North County Division</u> , 325 S. Melrose Drive Vista, CA 92081	Thursdays in English, 8:00 a.m. to 12:00 p.m.

All offices are closed to the public from 12:00 to 1:00

For Riverside county workshop information:

http://www.riverside.courts.ca.gov/cal_rivfamlawworkshop.pdf

DISSOLUTION WORKSHEET

You must agree on ALL issues below for the Legal Assistance attorney to draft an agreement for you.

SPOUSAL SUPPORT

Will one party receive spousal support? Yes _____ No _____

If so, please complete:

- (a) Who is to receive support? Petitioner _____ Respondent _____
- (b) What amount per month? \$ _____
- (c) Date first payment is to be made _____
- (d) Date of last payment _____ or until death or remarriage _____
- (e) Day(s) of month payments will be made _____

(note: military allotments are paid by DFAS on the 1st of the month)

Describe below any agreement regarding **life insurance** to benefit the supported spouse:

CHILD CUSTODY, VISITATION AND SUPPORT:

Is any child disabled? _____

Who will have legal custody of the minor child(ren)?

Petitioner _____ Respondent _____ Joint _____

Who will have physical custody of the minor child(ren)?

Petitioner _____ Respondent _____ Joint _____

If Joint Physical Custody, with whom will the child(ren) live most of the time?

Petitioner _____ Respondent _____

Describe the visitation schedule below using days, times, and who will provide transportation (for holidays, list here or see FL-341(c)).

Who will pay the costs of the child's transportation for visitation?

Custodial Parent _____ Non-custodial parent _____

Split the Costs _____% for custodial parent and _____% to non-custodial parent.

May the custodial parent move the permanent residence of the minor child(ren)

- (a) Out of San Diego County? Yes ___ No ___
- (b) Out of California? Yes ___ No ___
- (c) Out of the United States? Yes ___ No ___

Who will pay for daycare? Petitioner__ Respondent__ Split (what percentage?)__

Who will pay child support?

Petitioner__ Respondent__

What amount of monthly child support have you agreed upon?

\$____ Oldest child

____ Next oldest child

____ Next oldest child

____ Youngest child

\$____ Monthly total

When will support be paid?

____ half on 1st and half on 15th of the month

____ all by the 1st of the month (only option if by allotment)

Gross income of Petitioner per month before taxes_____

Gross income of Respondent per month before taxes_____

(for military members, add base pay, special pays and BAH)

Who will claim the children as dependents for income tax purposes?

Petitioner _____ Respondent _____ Alternate _____

Who will pay the costs of the child's uninsured medical and dental expenses?

Petitioner_____ Respondent _____ Split _____% Husband and _____% Wife.

If children are no longer covered by military health care benefits who will provide insurance? Petitioner _____ Respondent _____

Who will take the care of the children temporarily if neither parent is available due to deployment, illness, etc.? _____

PROPERTY

It is acceptable to list small value property by categories. For example, pots, pans, dishes, etc. may be listed as "kitchen articles." It is important, however, that all major items of property be listed separately. Please do not be limited to the space below. Attach additional pages where necessary.

REAL PROPERTY – Please provide a copy of the deed:

Address: _____
Street City State

Check one: House__ Condo__ Timeshare__ Other (describe)_____

Present Market Value _____ Amount owed _____

Whose name is on the loan? _____

How is title taken on the deed? _____

What have you agreed to do with the above listed real property?

ALL VEHICLES

Year	Make	Model	FMV*	Amt Owed	On Loan Now	Keep Vehicle
1					P R	P R
2					P R	P R
3					P R	P R
4					P R	P R

*Fair Market Value (Private party value on Kelly Blue Book)

MISCELLANEOUS PROPERTY NOT ALREADY PHYSICALLY DIVIDED

Description of specific items	Present Market Value*	Amount Still Owed	Net Value	Party to Keep
1				P R
2				P R
3				P R
4				P R

*Amount you could sell it for now at garage sale, Craigslist, etc.

CHECKING, SAVINGS ACCOUNTS, STOCKS, BONDS

Bank	Account# Last 4	Balance	Keep
1			P R
2			P R
3			P R
4			P R
5			P R

LIFE INSURANCE (Not SGLI)
TERM AND PERMANENT

Name of Company	Type of Policy	Insured	Cash Value	Keep
1		P R		P R
2		P R		P R
3		P R		P R
4		P R		P R

RETIREMENT ACCOUNTS (IRA'S, TSP, etc.)

Plan	Amount added during marriage	Name on acct.	Keep
1		P R	P R
2		P R	P R
3		P R	P R
4		P R	P R

OBLIGATIONS/DEBTS

	Creditor	Account Last 4	Balance	Keep
Mortgages				P R
				P R
				P R
Vehicles				P R
				P R
				P R
				P R
Furniture				P R
				P R
				P R
Credit Cards				P R
				P R
				P R
Loans				P R
				P R
				P R
Other				P R
				P R
				P R
				P R

RETIREMENT INTERESTS VIA EMPLOYMENT

Is either party presently enrolled in, or entitled to benefits from a pension or retirement program by reason of employment other than the military? Yes ___ No ___

If yes, who is enrolled or entitled? Petitioner ___ Respondent ___

Date employment began _____; date of retirement _____

Name of plan _____

Name of additional plan _____

Amount accumulated during marriage: _____

Is Petitioner serving or served in the military? _____

Date started active duty _____; Retired? _____

Date of retirement _____

Is Respondent serving or served in the military? _____

Date started active duty _____; Retired? _____

Date of retirement _____

What will Respondent do with her/his community property interest in Petitioner's military retirement? Receives interest ___% or Brown formula_

Waives interest _____.

What will Petitioner do with his/her community property interest in Respondent's retirement? Receives interest ___% or Brown formula _____

Waives interest _____.

INSURANCE FOR RETIREMENT BENEFITS

If one party receives a monthly portion of the other party's retirement, will the parties participate in the Survivor Benefits Plan, another life insurance policy, or neither?

Explain _____

ASSETS OF CHILDREN: Indicate description of items, owner, value and person to have possession or control.

Does either party want to restore his/her former name? Petitioner ___ Respondent ___

If so, write out full former name: _____

EQUALIZING PAYMENT

Will there be any payment from one spouse to the other to equalize the division of community property and obligations? Yes ___ No _____. If so, who will pay?

Petitioner ___ Respondent _____. What amount? \$ _____

Payable by when? _____

TAXES

For the most recent tax year during which you are still technically married (on December 31), will you file: Married filing jointly____Married filing separately____

How will you divide any tax refund?

Percentage to Petitioner_____ Percentage to Respondent_____

How will you divide any tax obligation?

Percentage to Petitioner_____ Percentage to Respondent_____

ADDRESS OF EACH PARTY:

Petitioner

Respondent

Name

Name

Street

Street

City, State, Zip

City, State, Zip

AFFIRMATION BY UNREPRESENTED SPOUSE

I acknowledge I have read and agree with all the terms contained in the preceding pages of this worksheet. By signing below, I affirm my present intent to work with my spouse towards an uncontested dissolution. I am aware I may consult with a lawyer at another legal assistance office (not MCRD) or a civilian attorney regarding this agreement and the dissolution proceedings.

Sign (non MCRD client)

Date

Print