

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT

IN AND FOR _____ COUNTY, _____

_____,

Petitioner,

v.

Case No. _____

Division: _____

,

Respondent.

_____/

COVER LETTER FOR INITIAL DIVORCE PETITION

TO THE HONORABLE CLERK OF COURT: 1. Please accept this letter and the enclosed documents for filing in the above-referenced matter. This submission initiates a divorce proceeding between Petitioner, _____, and Respondent, _____.

2. Enclosed for filing are the following documents:

- * Original Petition for Dissolution of Marriage
- * Summons
- * Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit (if applicable)
- * Financial Affidavit
- * Notice of Social Security Number
- * Civil Cover Sheet
- * Proposed Order (if applicable)
- * Filing Fee of \$ _____ (or Application for Indigency)

3. Kindly file the enclosed documents and issue the Summons for service upon the Respondent. Please return any conformed copies to the undersigned.

4. Should you have any questions or require further information regarding this filing, please do not hesitate to contact the undersigned at the information provided below.

Respectfully submitted this _____ day of _____, 20____.

Signature

Printed Name: _____

Street Address: _____

Unit Number (if applicable): _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Email: _____