

# FAMILY COURT MATTER

## RESPONSE TO REQUEST FOR TEMPORARY RELIEF PENDING FINAL HEARING WITHOUT CHILDREN

**These instructions are used for the following documents:**

*Responsive Notice of Motion and Motion for Temporary Relief Without Children*

*Affidavit in Support of Responsive Motion for Temporary Relief Without Children*

*Application for Temporary Relief*

*Affidavit of Personal Service*

*Affidavit of Service by Mail*

## IMPORTANT NOTICES

- USE THE RESPONSE TO REQUEST FOR TEMPORARY RELIEF **ONLY** IF YOU AND YOUR SPOUSE **DO NOT HAVE** JOINT CHILDREN TOGETHER.
- COURT PERSONNEL AND THE COUNTY ATTORNEY'S OFFICE **CANNOT** HELP YOU FILL OUT COURT FORMS.
- THE COURT EXPECTS EVERY PERSON WHO APPEARS IN COURT WITHOUT A LAWYER TO KNOW THE LAW. IF YOU ACT AS YOUR OWN LAWYER, YOU MUST DO WHAT A LAWYER WOULD DO.
- YOU SHOULD SEE A LAWYER IF YOU DON'T KNOW HOW TO ANSWER THE QUESTIONS ON THE FORMS OR IF YOU THINK THE OTHER PARTY WILL HIRE A LAWYER.
- YOU **MUST** FILL OUT ALL NECESSARY FORMS LISTED ON THE COVER PAGE OF THESE INSTRUCTIONS AND YOU **MUST** FOLLOW THE INSTRUCTIONS.
- TYPE YOUR ANSWERS OR PRINT NEATLY USING DARK INK.
- IF YOU NEED MORE SPACE TO ANSWER A QUESTION, USE AN ADDITIONAL FULL SHEET OF PAPER.

Helpful materials may be found at your public county law library. For a directory, see <http://www.lawlibrary.state.mn.us/ellppubdir.rtf> . For more information, contact your court administrator or call the Minnesota State Law Library at 651-296-2775.

# INSTRUCTIONS

You should use the Response to Request for Temporary Relief if your spouse has served you with a Motion for Temporary Relief. If you disagree with anything in your spouse's Motion papers, you must prepare your response using the court forms listed on the cover page of these Instructions. It is important to:

1. Fill out all court forms completely. (Steps 1-3)
2. Follow the instructions on how and when to "serve" your spouse. (Step 5) (Serving means getting a copy of all of your papers to your spouse or his/her attorney.)
3. Follow the instructions on when to file your papers with the Court. (Step 7)
4. Go to the court hearing.

Why is it important to follow the instructions? The instructions explain the technical requirements contained in the court rules and laws. If you do not properly serve and file your papers, the judge may deem your spouse's motion unopposed and may issue an order in favor of your spouse without a hearing. Furthermore, even if a hearing is held, the court may refuse to permit you to make an argument at the hearing. The judge may also order you to pay attorney's fees to your spouse or other penalties. If you carefully fill out the forms and follow the rules on serving and filing your papers, you protect your right to have your evidence and point of view considered by the judge.

If you want to respond to anything raised by your spouse in his/her papers you need to act quickly. See Steps 5 and 7 of these Instructions for details on deadlines for serving and filing your written response. Generally, your written response must be **personally served** on your spouse or his/her attorney **at least five (5) days** before the hearing date. The hearing date is on the first page of the Motion you received from your spouse. If you want to raise **new** issues at the hearing your spouse has scheduled, your written response must be **personally served** on your spouse **at least ten (10) days** before the hearing.

## Step 1

### **Fill Out the *Responsive Notice of Motion and Motion for Temporary Relief* Form**

Fill out the *Responsive Notice of Motion and Motion for Temporary Relief* form. This form tells the court and your spouse your response to your spouse's request.

### **FILL IN THE TOP PART OF THE FORM**

The information to fill out the top part of the form can be found at the top of the *Petition for Dissolution of Marriage*. This information is known as "the caption," and will be the same on every form you fill out.

- Fill in the "Case No." as found at the top of the *Petition for Dissolution of Marriage*.

- On the line marked “Name of Petitioner,” write the full name of the Petitioner as found on the *Petition for Dissolution of Marriage*.
- On the line marked “Name of Respondent,” write the name of the Respondent as found on the *Petition for Dissolution of Marriage*.
- Check off whether your spouse is listed as the Petitioner or Respondent in this case. Write the full name and street address of your spouse.
- Fill in information about the date, time, and place of the hearing as well as who the judge is. Get this information from your spouse’s *Notice of Motion and Motion* form.

## **FILL OUT THE REST OF THE FORM**

**The instructions that follow are numbered the same as the questions on the *Responsive Notice of Motion and Motion* form.**

### **1. Mediation**

A mediator is a person outside the court system who helps the parties to reach an agreement to settle their differences, instead of having someone else (the Judge) decide for the parties. **NOTE: The court cannot order you and your spouse to attend mediation if you or your spouse allege domestic violence.** Check off whether you want the court to order you and your spouse to use a mediator to attempt to reach an agreement regarding one or more of the issues listed. If YES, then check off which issue(s) you would like a mediator to help you with.

### **2. Maintenance**

Formerly called “alimony,” maintenance is an amount paid by one person to the other to help cover living costs and personal expenses. Check off how you would like the court to decide the issue of temporary maintenance. Check box (a) if neither you nor your spouse should receive temporary maintenance. Check box (b) if you do not want the court to decide the issue of maintenance at this time. Check box (c) if you want your spouse to pay you a specific amount for temporary maintenance, and then fill in that amount.

### **3. Attorney’s Fees**

Check off how you would like the Court to decide the issue of attorney’s fees. Check box (a) if you want the court to order you and your spouse to each pay your own attorney’s fees. Check box (b) if you want your spouse to pay some or all of your attorney’s fees, and then fill in the amount that your spouse should pay you. Check box (c) if you do not want the court to decide the issue of attorney’s fees at this time.

### **4. Use of Parties’ Home**

Check off how you would like the court to temporarily divide use and possession of the parties’ home and who should pay the mortgage and other expenses for the home:

- Check (a) if you alone want to have sole use and possession of your home until the final decree is issued. Check off who will pay the mortgage and other expenses for the home.
- Check (b) if you want your spouse to have sole use and possession of your home until the final decree is issued. Check off who will pay the mortgage and other expenses for the home.
- Check (c) if both you and your spouse should share use and possession of your home until the final decree is issued. Write in the expenses for the home and who should pay each housing expense.

**5. Household Goods, Furniture and Furnishings**

Check off how you would like the court to temporarily divide the use and possession of the parties' household goods, furniture and furnishings:

- Check (a) if both you and your spouse should keep the use and possession of the items you each have in your possession until the final decree is issued.
- Check (b) if you should have sole use and possession of certain items until the final decree is issued and then list those items.
- Check (c) if your spouse should have sole use and possession of certain items until the final decree is issued and then list those items.

**6. Vehicles**

The court may temporarily allow you and your spouse to use and possess certain vehicles. The court may also order one party to make loan payments and insurance payments on a vehicle, even if that party does not have use and possession of the vehicle. If you and your spouse own any vehicles, check box (a) and for each vehicle owned by the parties, list the year, make and model, and then identify to whom use and possession of the vehicle should be temporarily awarded and who should be responsible for the payment of the vehicle's loan and insurance. If you and your spouse do not own any vehicles, check box (b).

**7. Debt payments**

If you and your spouse have debts, check box (a) and for each debt that you and/or your spouse have, write in the name of the creditor (to whom you owe the money), the account number, the total balance owed, the amount to be paid each month and who should pay the debt each month. If you and your spouse do not have any debts, check box (b).

**8. Insurance**

By law, all currently available insurance coverage must be maintained and continued without change in coverage or beneficiaries. Check off whether you want the court to allow you to change certain insurance policies covering you, your spouse, or minor children. If YES, write in the policy and the changes that you wish to make.

**9. Reinstatement insurance**

Check off whether you want the court to order your spouse to reinstate insurance that (s)he allowed to lapse. If YES, write in the insurance that should be reinstated.

**10. Income changes**

Check off whether you want the court to order your spouse to notify you immediately notify you of any income raises, bonuses, or other extra income, including tax returns.

**11. Spend income**

Check off whether you want the court to order your spouse to not spend any income raises, bonuses, or other extra income, including tax returns.

**12. Restraints**

By law, you and your spouse are not allowed to dispose of any assets except for the necessities of life, by a written agreement, or to pay for an attorney. Paragraph 12 does not require you to write anything.

**13.** Check off whether you want the court to allow you to sell, give away, or discard property that may belong to you, your spouse, or to both you and your spouse and explain why.

**14. Harassing behavior**

By law, you and your spouse cannot harass each other. You do not need to write anything for this paragraph/question.

**15.** Check off whether you want the court to grant additional relief. If YES, write in the specific additional requests.

**16.** You do not need to write anything for paragraph/question 16.

- **Read the Acknowledgment and sign it. Minnesota law requires the attorneys and parties proceeding pro se to sign the acknowledgment. By signing this, you are verifying that your legal papers are not being presented for any improper purpose (such as to harass your spouse or to delay the proceeding), that the law allows you to take this action, your statements are true and supported by evidence. If you are denying your spouse's statements, your denial also must be supported by evidence.**
- **Sign the *Responsive Notice of Motion and Motion for Temporary Relief* form. Fill in the date, your address and telephone number.**

<p><b>Step 2</b> <b>Fill Out the <i>Affidavit</i> form</b></p>
--

Fill out the *Affidavit* form. This form gives the court the information it needs to make a decision.

**FILL OUT THE TOP PART OF THE FORM:**

- Fill out the top part of the form the same way you did on your *Responsive Notice of Motion and Motion for Temporary Relief* form in Step 1 above.
- On the blank line after it says “STATE OF MINNESOTA, COUNTY OF \_\_\_\_\_,” fill in the name of the County where you are when you sign this *Affidavit* form.
- Write your name on the line above the first numbered paragraph.

**FILL OUT THE REST OF THE FORM:**

The instructions that follow are numbered the same as the questions on the *Affidavit* form.

1. Check off whether you are the Petitioner or Respondent in this case as listed in the top part of the form (caption) the same way you did on the *Responsive Notice of Motion and Motion for Temporary Relief Without Children*.
2. Check your request regarding temporary spousal maintenance the same as you did on the *Responsive Notice of Motion and Motion for Temporary Relief Without Children*. If you are asking for temporary spousal maintenance, fill in the amount you need each month from your spouse and explain why you are not able to support yourself. Tell the court about your work history, whether you earn more or less now than you did before, whether you have any medical, physical or psychological problems that limit your ability to work and any other facts that make it difficult or impossible to support yourself.
3. Check whether you are asking the court to order your spouse to pay your attorney’s fees the same as you did in your *Responsive Notice of Motion and Motion for Temporary Relief Without Children*. Explain why you need your spouse to pay your attorney’s fees.
4. Check who should temporarily live in your house the same as you did in your *Responsive Notice of Motion and Motion for Temporary Relief Without Children*. Explain your reasons why the Court should grant your request. Be specific.
5. Check whether you and your spouse have divided your personal property, household goods and furniture the same as you did in your *Responsive Notice of Motion and Motion for Temporary Relief Without Children*. If you and your spouse have not divided the personal property, explain the specific terms that you want and why you should have them. Explain the specific items your spouse should have and why (s)he should have them.
6. Check whether you or your spouse own motor vehicle(s) the same as you did in your *Responsive Notice of Motion and Motion for Temporary Relief Without Children*. If you or your spouse own motor vehicle(s), write in the motor vehicle(s) you want and the reason(s) you should have the vehicle(s). Then, write in the motor vehicle(s) your spouse may have and the reason(s) your spouse should have the vehicle(s).

Check if you are going to make the payments and the insurance costs for your motor vehicle(s) the same way you did in your *Responsive Notice of Motion and Motion for Temporary Relief Without Children*. If you want your spouse to make these payments, write in why your spouse should be ordered to do this. Check if your spouse is going to make the payments and the insurance costs for his or her motor vehicle(s). If not, explain who will make these payments and why.

7. Check whether you and your spouse have debts. If there are debts, explain in detail who should pay the debt and why that person should be ordered to pay that debt.
8. Check whether you want to change any insurance policies the same way you did on your *Responsive Notice of Motion and Motion for Temporary Relief Without Children*. If you want to change any policy, write the name of the policy you want to change, what the change will be, and why you want to change it.
9. Check whether there is insurance you want reinstated. If YES, explain what insurance has lapsed or has been cancelled, when it lapsed or was cancelled, who let it lapse or had it cancelled, and why it should be reinstated.
10. Check if you asked the Court in your *Responsive Notice of Motion and Motion for Temporary Relief Without Children* to order your spouse to notify you of any salary or wage increases, bonuses or other extra income. Check all possible sources for this increased income or list the specific sources. If YES, write in why you need this information.
11. Check whether you want the court to order your spouse not to spend or use other income. If YES, explain why you want the court to order this.
12. If you asked the court in your *Responsive Notice of Motion and Motion for Temporary Relief Without Children* to allow you to sell or otherwise dispose of specific property or items. List the specific property or items here and then explain why the court should grant you permission to sell or otherwise dispose of this property or these items.
13. If you asked the court for additional relief, explain why the court should grant this request.

**DO NOT DATE AND SIGN YOUR *AFFIDAVIT* UNTIL YOU ARE IN THE PRESENCE OF A NOTARY PUBLIC OR COURT ADMINISTRATOR/DEPUTY. MAKE SURE TO BRING PICTURE IDENTIFICATION WITH YOU TO SHOW TO THEM.**

**Step 3**  
**Fill Out the *Application for Temporary Relief* Form**

Fill out the *Application for Temporary Relief* form. This form gives the Court background information regarding you and your spouse.



**FILL OUT THE TOP PART OF THE FORM:**

- Fill out the top part of the form the same way you did on your *Responsive Notice of Motion and Motion for Temporary Relief With Children* form in Step 1 above.
- On the right hand-side of the page, check whether this is the *Application* of the Petitioner or the Respondent.
- On the blank line after it says “STATE OF MINNESOTA, COUNTY OF \_\_\_\_\_,” fill in the name of the County where you are when you sign this *Application*.
- Write in your name.
- Check the box that identifies you as Petitioner or Respondent, and then as Wife or Husband.

**FILL OUT THE REST OF THE FORM:**

The instructions that follow are numbered the same as the questions on the *Application*.

1. Fill in the date you and your spouse were married, and the ages of the Wife and the Husband.
2. Fill in how long you and your spouse have been separated (for example: 0 months, 7 months), and the amount, if any, that has been paid by the Husband or Wife to the other during the period of separation.
3.
  - a. Check whether the parties’ home is owned or rented. Check whether the Husband, Wife or both parties now live(s) in the home, and list other people who live in the home.
  - b. List the number of children, if any, the Wife has from a prior marriage or relationship, and the amount of money the Wife pays or receives for the support of the child(ren).
  - c. List the number of children, if any, the Husband has from a prior marriage or relationship, and the amount of money the Husband pays or receives for the support of the child(ren).
4.
  - a. Under the column labeled “Wife,” list the market value, balance due, and year and make of all cars owned or used only by the Wife. Under the column labeled “Husband,” list the market value, balance due, and year and make of all cars owned or used only by the Husband.
  - b. Under the column labeled “Wife,” list the market value of all stocks, bonds and notes ONLY in the Wife’s name. Under the column labeled “Husband,” list the market value of all stocks, bonds and notes ONLY in the Husband’s name. Under

the “both” column, list the market value of all stocks, bonds and notes in the names of BOTH the Husband and the Wife.

- c. Under the column labeled “Wife,” list the amount of cash and savings in ONLY the wife’s name. Under the column labeled “Husband,” list the amount of cash and savings in ONLY the husband’s name. Under the “both” column, list amount of cash and savings in the names of BOTH the husband and the wife.
  - d. Under the column labeled “Wife,” list the value of all accounts receivable in ONLY the Wife’s name. Under the column labeled “Husband,” list the value of all accounts receivable in ONLY the Husband’s name. Under the “both” column, list the value of all accounts receivable in the names of BOTH the Husband and the Wife.
  - e. Under the column labeled “Wife,” list the market value of all real property listed ONLY in the Wife’s name. Under the column labeled “Husband,” list the market value of all real property listed in ONLY the Husband’s name. Under the “both” column, list the market value of all real property listed in the names of BOTH the Husband and the Wife.
- 5.
- a. List the name of each creditor with whom the parties have a secured debt. A secured debt is one for which you have pledged collateral. Do not include as a secured debt any debt listed in question 4 (including cars or home).
  - b. List the balance due on each secured debt.
  - c. List the monthly payment for each secured debt.
  - d. List whether the Husband or Wife or both parties are obligated to pay for each secured debt.
  - e. List the security pledged for each secured debt.
6. Under the column labeled “Wife/Husband Expenses,” circle whether you are the Wife or the Husband and then list the amount of your necessary monthly expenses. In the column labeled “Children/Expenses,” list the necessary monthly expenses of your child(ren), whether you pay for that expense, and whether the child(ren)’s expenses are separate from your expenses. Make sure you list the MONTHLY amount, and NOT the ANNUAL amount. If you pay an item only one time per year (for example: life insurance), figure out what the monthly cost is by dividing the annual amount by 12.
- 7.
- a. Circle whether you are the Husband or the Wife. Print the name of your employer and write in the type of job you have. Print the name of your spouse’s employer and write in the type of job your spouse has. **ATTACH A COPY OF THE PAYCHECK STUB(S) OF BOTH YOU AND YOUR SPOUSE FOR AT**

**LEAST THE LAST MONTH AND, IF POSSIBLE, FOR THE LAST THREE MONTHS TO FORM 11.2.**

If you are self-employed, submit copies of your federal and state income tax returns with all schedules for the last two years. Use Form 11.2 to keep this information confidential.

- b.
- (1) Write your GROSS (before taxes) MONTHLY income, then do the same for your spouse. If you are paid one time per month, write the gross monthly amount on the line. If you are paid two times per month, (such as on the 1<sup>st</sup> and 15<sup>th</sup> of the month), add together these two gross amounts, and write that amount on the line. If you are paid every other week, multiply the gross amount from one paycheck by 26 (the number of times you are paid each year), divide that amount by 12 and write that amount on the line. If you are paid only one time per year, divide that gross amount by 12 and write that amount on the line.
  - (2) Write in amounts deducted from your income, including Federal Income Tax, State Income Tax, Social Security (FICA) and Medicare, pension deduction, union dues, health/hospitalization coverage for you and your family, and dental coverage for you and your family. Do the same for your spouse.
  - (3) Add together all deductions from your income and write that amount on the line. Do the same for your spouse's income.
  - (4) To figure out your NET income, subtract line 3 from line 1. Do the same for your spouse.
  - (5) List the type and amount of other deductions from your income (for example: child support). Do the same for your spouse.
  - (6) Add together all your "other deductions," and write that on the line. Do the same for your spouse.
  - (7) To figure out your NET take-home pay, subtract line 6 from line 4. Do the same for your spouse.
- c. List your tax withholding status. For example, write M-2 if you are married and claim two deductions. Do the same for your spouse.
- d. Identify any employer-reimbursed deductions listed on your paycheck stub and list the amount of the deduction(s). Do the same for your spouse.
- e. List any other income you receive. Do the same for your spouse.

8.
    - a. Write in the amount (if any) that has been paid by the Wife toward her attorney's fees and costs. If you don't know, write "unknown."
    - b. Write in the amount, if any, that has been paid by the Husband toward his attorney's fees and costs. If you don't know, write "unknown."
    - c. Write in the amount that you would like your spouse to pay toward your attorney's fees and costs and then check whether you are the Wife or Husband.
  9. List any other material and relevant facts that you believe support your requests for the temporary relief listed in your *Responsive Notice of Motion and Motion* and your *Application for Temporary Relief*.
- **Attach to Form 11.2 any documents asked for in the *Application*, such as paycheck stubs, and submit along with the *Application*.**
  - **DO NOT DATE AND SIGN YOUR *APPLICATION* UNTIL YOU ARE IN THE PRESENCE OF A NOTARY PUBLIC. MAKE SURE TO BRING PICTURE IDENTIFICATION TO SHOW TO THE NOTARY PUBLIC OR COURT ADMINISTRATOR/DEPUTY. A Notary Public can usually be found at a bank.**

#### **Step 4**

#### **Make Copies of the Forms**

1. Make **two** copies of the *Responsive Notice of Motion and Motion* form, **two** copies of your *Affidavit*, and **two** copies of your *Application* form and all attachments (for example: pay stubs, proof of expenses).
2. Keep **one** copy of each form for yourself (make sure to bring your copies with you to court on the day of your hearing).
3. Step 5 tells you how to serve the second copy of each form upon your spouse.
4. Step 7 tells you what to do with the original forms.

#### **Step 5**

#### **Serve Notice on Your Spouse**

You must arrange for your spouse to receive notice of the hearing and complete copies of all documents you have prepared for the hearing. This is called "service of process." **A party to an action is not allowed to serve the other party to the action.** You **MUST** have someone else who is over the age of 18 serve your spouse.

## **TO SERVE THE PAPERS BY MAIL, FOLLOW THESE INSTRUCTIONS:**

1. The **server** (not you) places **one copy** of the completed *Responsive Notice of Motion and Motion* form, **one copy** of your *Affidavit* in support of your *Motion*, and **one copy** of the completed *Application for Temporary Relief* (and all attachments) form in an envelope. Then, the **server** writes your return address and the last known address of your spouse on the front of the envelope. The **server** then places the correct amount of postage on the envelope (the **server** may want to take the envelope to the post office to have it weighed to insure the correct amount of postage).
2. The **server** must mail the envelope containing the forms to your spouse (or his/her attorney, if there is one) **at least 8 days before the hearing date**. If you want to raise **new** issues at the hearing your spouse has scheduled, the **server** must mail the envelope containing the forms to your spouse (or his/her attorney, if there is one) **at least 13 days before the hearing date**.
3. Your responsive papers must be filed with the Court Administrator **at least five days before the hearing date** (or **at least ten days before the hearing date if your papers raise new issues**). You can mail your forms to the court, but you must put them in the mail **at least 8 days before the hearing date** (or **at least 13 days before if your papers raise new issues**).

## **TO SERVE THE PAPERS PERSONALLY, FOLLOW THESE INSTRUCTIONS:**

1. The **server** (not you) hands to your spouse, **one copy** of the completed *Responsive Notice of Motion and Motion* form, **one copy** of your *Affidavit in Support of Responsive Motion*, and **one copy** of the completed *Application for Temporary Relief* (and all attachments)
  2. The **server** must give the papers to your spouse **at least five (5) days before the hearing date**. If you want to raise **new** issues at the hearing your spouse has scheduled, the **server** must give the papers to your spouse **at least ten (10) before the hearing date**.
  3. Your responsive papers must be filed with the Court Administrator **at least five (5) days before the hearing date**, (or **at least ten (10) days before the hearing date** if your papers raise new issues.) You can mail your forms to the court, but you must put them in the mail **at least 8 days before the hearing date**, (or **at least 13 days before** if your papers raise new issues.)
- **WARNING: IF YOUR SPOUSE (OR HIS/HER ATTORNEY) IS NOT SERVED ON TIME, YOUR MOTION WILL NOT BE HEARD BY THE COURT.**

## Step 6

### The Person Who Mailed the Envelope Fills Out the *Affidavit of Service* Form

If your server **mailed** your legal papers to your spouse, see “**A**” below.

If your server **personally handed** your legal papers to your spouse, see “**B**” below.

- A. Service by Mail - After the envelope containing the forms has been mailed to your spouse, then the **server** (the person who mailed the forms to your spouse) must fill out the *Affidavit of Service by Mail* form. This form proves to the court that your papers were mailed to your spouse.
1. Fill out the top part of the form the same way you did on your *Responsive Notice of Motion and Motion* form in Step 1 above.
  2. On the blank line after it says “State of Minnesota, County \_\_\_\_\_,” fill in the name of the county where the server was when (s)he signed the *Affidavit of Service by Mail*.
  3. Fill in the name of the person who mailed the envelope.
  4. Fill in the name of the person to whom the documents were mailed (your spouse).
  5. Write in the address of your spouse where the papers were mailed.
  6. Write in the name of the city and state where the post office was located from which the documents were mailed.
  7. **THE SERVER (PERSON WHO MAILED THE ENVELOPE) MUST NOT SIGN THE AFFIDAVIT OF SERVICE BY MAIL UNTIL (S)HE IS IN THE PRESENCE OF A NOTARY PUBLIC OR COURT ADMINISTRATOR/DEPUTY. MAKE SURE THE SERVER BRINGS PICTURE IDENTIFICATION WITH HIM/HER TO SHOW TO THEM.**
  8. After it has been signed, make **one copy** of the *Affidavit of Service by Mail* for your records.
- B. Personal Service - After the **server** has personally handed your papers to your spouse, or your spouse’s attorney if your spouse is represented, the **server** must fill out the *Affidavit of Personal Service* form. This proves to the court that your spouse received a copy of your legal papers.
1. Print the names of the parties and the case number (the same as on the *Responsive Notice of Motion and Motion*).

2. Print the date that the papers were personally served (handed to your spouse) and the name of the person to whom the papers were given.
3. The person who served the papers must sign the *Affidavit of Personal Service* in front of a Notary Public or Court Administrator/Deputy. The server must have identification to show to them.
4. After the *Affidavit of Personal Service* has been signed and notarized, make a copy of it for your records.

## **Step 7**

### **File the Forms With the Court**

Hand deliver the following original documents to the Court Administrator **at least 5 days before the date of the hearing**, (or **at least 10 days before the hearing** if the response raises **new** issues.) You can mail them to the court, but you must put them in the mail **at least 8 days before the hearing** (or **at least 13 days before the hearing** if the response raises **new** issues.)

- The original of your *Responsive Notice of Motion and Motion for Temporary Relief Without Children*;
- The original of your *Affidavit in Support of Responsive Motion for Temporary Relief Without Children*;
- The original of your *Application for Temporary Relief*, and all attachments;
- The original of your *Affidavit of Service by Mail OR Affidavit of Personal Service*;
- A memorandum of law, if you have one; (discussing how the law applies to your situation and facts)
- A filing fee; if applicable.

If you did not pay a filing fee when this case was first begun, you will now need to pay the filing fee. Contact court administration to find out the amount of the filing fee. Make checks payable to “Court Administrator.”

If you cannot afford to pay the filing fee, a judge may waive it under certain circumstances. Ask court administration for an *In Forma Pauperis (IFP)* application. You need to fill out this application and sign it in front of a Notary Public or Court Administrator/Deputy. A Judge who will determine whether you must pay the filing fee will review this application. If the Judge does not sign the IFP form that waives the fee, you must be prepared to pay the filing fee, or the Court Administrator **cannot** accept your forms.