

**Pro Se Divorce - With Children**  
**For Use in Lancaster County District Court Only**

- The steps below must be completed, in order, before your court date.
  - These steps assume that you and your spouse agree on (1) the division of your property, (2) the division of your debt, (3) custody and parenting time of your children, and (4) child support, using the Nebraska Child Support Guidelines. If you do not, these steps will not be sufficient and the Court strongly recommends that you consult an attorney. If you own real estate, or you or your spouse has a retirement plan with a current or former employer, the Court strongly recommends that you consult an attorney.
  - Do not call the Clerk of the Court or the Bailiff for help in completing this process. They are unable to provide legal advice.
  - All forms (*italicized* below), and the instructions you will need to complete them, are available from the resources listed on Page 2 of this sheet.
  - **These steps are general in nature; depending on the specifics of your particular case, you may have different or additional requirements.**
- 

Step 1. With the Clerk of the District Court, file the following forms:

- Complaint for Dissolution of Marriage*;                       *Confidential Party Information*; and  
 *Vital Statistics Certificate*;     *Social Security Information*.

Step 2. Obtain Service on your spouse by either:

- Voluntary Appearance*, OR  *Personal Service* (Praecipe for Summons), OR  *Publication*.  
Proof of Service must be filed with the Clerk of the District Court.

Step 3. Complete:

- A Parenting Class; AND  
 A *Parenting Plan* (if agreement cannot be reached, mediation is generally required); **AND**  
 A *Child Support Calculation*.

Step 4. Complete and file a *Notice of Parenting Act Compliance* (page 3 of this sheet) and *Parenting Class Certificate of Completion* with the Clerk of the District Court.

Step 5. Obtain a hearing date from the bailiff of the judge assigned your case (the name of your judge and bailiff is available at the Clerk's Office). **Do not contact the bailiff until you have completed and filed the Notice of Parenting Act Compliance.** The bailiff will require proof of service and completion of the Notice of Parenting Act Compliance, both of which must be filed with the Clerk of the District Court. Also note that the hearing can be set *no earlier* than 60 days after you have obtained service on your spouse.

Case #: \_\_\_\_\_

Bailiff: \_\_\_\_\_

Your Judge: \_\_\_\_\_

Bailiff's Phone Number: 441-\_\_\_\_\_

Step 6. When you have received a hearing date from the bailiff, file a *Notice of Hearing and Certificate of Service* with the Clerk. Provide a copy of the Notice to your spouse.

Step 7. Arrive **on time** at court on your scheduled hearing date with the following documents completed:

- Exhibit 1* (page 4 of this sheet);     *Divorce Decree* for the judge to sign; and  
 **Completed** *Child Support Worksheet*;     *The Script* that you will read.  
 *Parenting Plan*;

## **Resources:**

The district court does not represent that these instructions and forms will be appropriate in your case.

The clerk of the court or bailiff **cannot** provide any legal assistance. Any questions you may have regarding the use of the instructions and forms should be directed to a lawyer.

### **For personal assistance:**

- Go to the Self-Help Desk, located at 575 S. 10th St., Third Floor
  - Hours (walk-in only): Monday 10 - 2; Thursday 9-1; (hours subject to change)

### **For instructions on how to complete the steps on page 1 of this sheet, see the following website:**

- <http://court.nol.org/self-help/divorcewithchildren.html>

### **To find the forms, see the following websites:**

- Notice of Parenting Act Compliance: [www.lancaster.ne.gov/cnty/discrt/index.htm](http://www.lancaster.ne.gov/cnty/discrt/index.htm) (or Page 3 of this sheet)
- Exhibit 1: <http://www.lancaster.ne.gov/discrt/pdf/exhibit1.pdf> (or Page 4 of this sheet)
- All other forms: <http://court.nol.org/self-help/divorcewithchildren.html>
  - Note: the script that you will read at your final hearing can be found by clicking on the “Instructions for your Divorce Hearing” link on this webpage

### **For instructions on how to complete most forms, see the following website:**

- <http://www.supremecourt.ne.gov/forms>

### **For child support guidelines, and to calculate child support:**

- <http://court.nol.org/self-help/#families>

### **Parenting Act Information, Approved Parenting Class Providers, and Mediation Providers**

- <http://court.nol.org/self-help/parentingact.html>

### **Additional Websites**

- Lancaster County Clerk of the District Court: [www.lancaster.ne.gov/cnty/discrt/index.htm](http://www.lancaster.ne.gov/cnty/discrt/index.htm)
- Nebraska Legislature - Statutes and Constitution: [www.nebraskalegislature.gov/laws/laws.php](http://www.nebraskalegislature.gov/laws/laws.php)
- Third District Court Local Court Rules, Rule 3-9, *Domestic Case Progression*:  
[www.supremecourt.ne.gov/external-court-rules/4159/rule-3-9-domestic-case-progression](http://www.supremecourt.ne.gov/external-court-rules/4159/rule-3-9-domestic-case-progression)
- More Self Help Information: <http://court.nol.org/self-help/index.html>
- Nebraska Bar Association: [www.nebar.com](http://www.nebar.com), and use the “For the Public” link

IN THE DISTRICT COURT OF LANCASTER COUNTY, NEBRASKA

_____	)	Case No. CI _____
Plaintiff,	)	
	)	
vs.	)	<b>NOTICE OF PARENTING ACT</b>
	)	<b>COMPLIANCE</b>
_____	)	
Defendant.	)	

The Undersigned represents that there has been compliance with the Parenting Act and states:

1. Legal service has been completed on the opposing party by (check one)
  - a. \_\_\_\_\_ filing a Voluntary Appearance, or;
  - b. \_\_\_\_\_ Personal Service, or;
  - c. \_\_\_\_\_ Publication.
  
2. I have completed a parenting class, filed a certificate of completion with the Clerk of the District Court, and (check one)
  - a. \_\_\_\_\_ so has the opposing party, or;
  - b. \_\_\_\_\_ the opposing party refused to participate.
  
3. I have (check one)
  - a. \_\_\_\_\_ a completed Parenting Plan (by agreement or through mediation) and it is signed by the opposing party, or;
  - b. \_\_\_\_\_ attempted mediation that was conducted by \_\_\_\_\_, but the opposing party would not attend or there were other valid reasons that mediation was not completed. As a result, I completed a Parenting Plan even though it is not signed by the opposing party. Note: if the parties have not agreed to a Parenting Plan, mediation is required before proceeding.
  
4. I have a completed child support calculation.
  
5. The matter is ready to be set for trial and I will call the Bailiff for a hearing date.
  
6. A copy of this notice has been mailed to the opposing party.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

**THIS PAGE INTENTIONALLY LEFT BLANK**

**EXHIBIT NO. 1**

(NOTE: If child support is involved, the appropriate worksheet(s) from the Nebraska Child Support Guidelines must be completed and attached hereto and attached to the proposed decree.)

Print legibly, and include city and zip code for all addresses.

Case Number: \_\_\_\_\_

Name of Wife: \_\_\_\_\_

Wife's Current Address: \_\_\_\_\_

Wife's Telephone No. \_\_\_\_\_

Wife's Employer: \_\_\_\_\_

Wife's Employer's Address: \_\_\_\_\_

Name of Husband: \_\_\_\_\_

Husband's Current Address: \_\_\_\_\_

Husband's Telephone No.: \_\_\_\_\_

Husband's Employer: \_\_\_\_\_

Husband's Employer's Address: \_\_\_\_\_

Where Married: \_\_\_\_\_ Date of Marriage: \_\_\_\_\_

Name(s) of Child(ren) of Marriage Year of Birth:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Is the wife pregnant at this time? \_\_\_\_\_

Length of wife's residency in Nebraska at time of filing of complaint: \_\_\_\_\_

County of residency of wife when complaint filed: \_\_\_\_\_

Length of husband's residency in Nebraska at time of filing of complaint: \_\_\_\_\_

County of residency of husband when complaint filed: \_\_\_\_\_

Is any other divorce or separate maintenance action pending in any court? \_\_\_\_\_

Is either party a member of the military service of the U.S.A. or any of its allies? \_\_\_\_\_

Is either party receiving services under Title IV-D of the Social Security Act, as amended (this includes monitoring payments by the County Attorney's Office)? \_\_\_\_\_