

## Document Checklist For Uncontested Civil Union Divorce (without children)

This is just a checklist. For instruction on how to fill out and file the documents, please refer to the **INSTRUCTIONS** that accompany this checklist. In this checklist, “You” are the Plaintiff, and the “Defendant” is your partner.


### A. FIRST: File these at the Legal Documents Branch of the First Circuit Court:

Take these documents to the Legal Documents Branch located on the first floor of the Ronald T.Y. Moon Kapolei Courthouse at 4675 Kapolei Parkway or the first floor of Ka’ahumanu Hale at 777 Punchbowl St. A Court clerk will file-stamp each document, keep the original for the Court’s file, and return the copies to you. Applicable filing fees are due at this time.

NAME OF DOCUMENT	How Many	Signed by	Comments
<input type="checkbox"/> COMPLAINT FOR CIVIL UNION DIVORCE	Original + 3 copies	You	Filing this at the Legal Documents Branch of the Court starts the divorce process. The Court clerk will assign a Case Number. Fill in this number on the other documents that you that you will file later.
<input type="checkbox"/> SUMMONS TO ANSWER COMPLAINT FOR CIVIL UNION DIVORCE	Original + 3 copies	(Court clerk will sign)	Staple a copy behind each copy of the <i>Complaint for Civil Union Divorce</i> before you take them to be filed.
<input type="checkbox"/> CIVIL UNION DIVORCE ACTION INFORMATION	Original + 1 copy	You	

If your spouse will not sign an *Appearance and Waiver*, you must properly serve the *Complaint for Civil Divorce*, *Summons to Answer Complaint for Civil Union Divorce*, and *Notice to Attend Kids First* on the Defendant and file one of the following:

<input type="checkbox"/> PROOF OF SERVICE	Original + 2 copies		This document must be completed by the person who delivers the <i>Complaint for Civil Union Divorce</i> and <i>Summons to Answer Complaint</i> to the Defendant. It cannot be file-stamped by the Court clerk until the person who served the document completes filling it out.
<b>OR</b>			
<input type="checkbox"/> MOTION FOR SERVICE BY MAIL AND DECLARATION; ORDER FOR SERVICE BY MAIL	Original + 2 copies		If your partner lives off-island, you can send the <i>Complaint for Civil Union Divorce</i> and <i>Summons to Answer Complaint</i> by certified, registered mail or return receipt requested, restricted delivery. This form asks for the Court’s permission for you to do so. You must complete this document and submit it to Judicial Services at Window # 5, First Floor, Ronald T.Y. Moon Kapolei Courthouse.

 In accordance with the Americans with Disabilities Act and other applicable state and federal laws, if you require a reasonable accommodation for a disability, please contact the ADA Coordinator at the Office of the Chief Administrator at PHONE NO. 954-8200, FAX 954-8308, or TTY 539-4853 at least ten (10) working days prior to your hearing or appointment date.

*Please call the Family Court Service Center at 954-8290 if you have any questions about forms or procedures.*

**B. NEXT: Fill in the Case Number and file at the Legal Documents Branch:**

NAME OF DOCUMENT		How Many	Signed by	Comments
<input type="checkbox"/>	INCOME AND EXPENSE STATEMENT OF <b>PLAINTIFF</b>	Original + 3 copies	You	These documents must be dated 60 days current of the date you place your case on the calendar.
<input type="checkbox"/>	ASSET AND DEBT STATEMENT OF <b>PLAINTIFF</b>	Original + 3 copies	You	
<input type="checkbox"/>	INCOME AND EXPENSE STATEMENT OF <b>DEFENDANT</b>	Original + 3 copies	Partner	If your partner did not complete these forms, you must tell this to the Court in you <i>Affidavit of Plaintiff</i> , paragraph 10c.
<input type="checkbox"/>	ASSET AND DEBT STATEMENT OF <b>DEFENDANT</b>	Original + 3 copies	Partner	
<input type="checkbox"/>	APPEARANCE AND WAIVER WORKSHEET <b>OR</b>	Original + 3 copies	Partner	Your partner must receive a file-stamped copy of the <i>Complaint for Civil Union Divorce</i> and <i>Summons to Answer Complaint for Divorce</i> and sign a completed <i>Civil Union Divorce Decree</i> <b>before</b> your partner can sign this document.
<input type="checkbox"/>	PROOF OF SERVICE <b>OR</b>	Original + 3 copies	Process server	If the <i>Complaint for Civil Union Divorce</i> and <i>Summons to Answer Complaint for Civil Union Divorce</i> were delivered to your partner by someone (for instance, a sheriff), the person who delivered the documents must fill this out and sign it before you can have it file-stamped.
<input type="checkbox"/>	STATEMENT OF MAILING	Original + 3 copies	You	If you served the <i>Motion for Service by Mail and Declaration; Order for Service by Mail, Complaint for Divorce</i> , and <i>Summons to Answer Complaint for Divorce</i> on your partner by mail, complete this document when you receive the return receipt.

**C. LAST: Fill in the Case Number and file at the Legal Documents Branch section:**

NAME OF DOCUMENT		How Many	Signed by	Comments
<input type="checkbox"/>	AFFIDAVIT OF PLAINTIFF (FOR UNCONTESTED CIVIL UNION DIVORCE)	Original + 3 copies	You (Sign before a Notary Public)	This document is a sworn statement that you must sign before a notary public. It requires that you provide various information and dates. Do <b>not</b> complete this document until the other documents have been completed.

**Take these documents to Judicial Services at Window # 5:** Window # 5 is located on the first floor of the Ronald T.Y. Moon Kapolei Courthouse. They will set the date on which a Judge will review the documents. If the Judge grants your divorce, you will receive your *Civil Union Divorce Decree* in the mail in the envelope you provide.

NAME OF DOCUMENT		How Many	Signed by	Comments
<input type="checkbox"/>	CIVIL UNION DIVORCE DECREE (Without Children)	Original + 3 (or up to 5) copies	You <b>and</b> Partner	Your partner's signature is required if you are getting a civil union divorce by agreement (and your partner has signed an <i>Appearance and Waiver</i> ). Your partner's signature is <b>not</b> required if you are getting a civil union divorce by default.
<input type="checkbox"/>	AFFIDAVIT OF PLAINTIFF (FOR UNCONTESTED CIVIL UNION DIVORCE)	1 <b>file-stamped</b> copy	You	These documents must be dated 60 days current of the date on which you place your case on the calendar.
<input type="checkbox"/>	INCOME AND EXPENSE STATEMENT OF <b>PLAINTIFF</b>	1 <b>file-stamped</b> copy	You	
<input type="checkbox"/>	ASSET AND DEBT STATEMENT OF <b>PLAINTIFF</b>	1 <b>file-stamped</b> copy	You (and Partner if for Both Parties)	
<input type="checkbox"/>	APPEARANCE AND WAIVER <b>OR</b>	1 <b>file-stamped</b> copy	Partner	Use this if you are getting a civil union divorce by agreement.
<input type="checkbox"/>	PROOF OF SERVICE <b>OR</b>		Process server	Use this or the <i>Statement of Mailing</i> if you are getting a civil union divorce by default.
<input type="checkbox"/>	STATEMENT OF MAILING		You	Use this or the <i>Proof of Service</i> if you are getting a civil union divorce by default
<input type="checkbox"/>	INCOME AND EXPENSE STATEMENT OF <b>DEFENDANT</b>	1 <b>file-stamped</b> copy	Partner	If available.
<input type="checkbox"/>	ASSET AND DEBT STATEMENT OF <b>DEFENDANT</b>	1 <b>file-stamped</b> copy	Partner	If available.
<input type="checkbox"/>	STAMPED ENVELOPE, <b>ADDRESSED TO YOURSELF</b> <b>AND</b>	1		The Court will use these envelopes to mail you and your partner, file-stamped, certified copies of your <i>Civil Union Divorce Decree</i> . <b>Make sure submit envelopes that are large enough and have enough postage for this purpose.</b>
<input type="checkbox"/>	STAMPED ENVELOPE, <b>ADDRESSED TO YOUR PARTNER</b>	1		

Your divorce becomes final when the *Civil Union Divorce Decree* is signed by the Judge and filed by the Court. Certified copies of the *Civil Union Divorce Decree* will be mailed to you and your partner in the envelopes which you provided. You can track the status of your case on the Judiciary's web page ([www.courts.state.hi.us](http://www.courts.state.hi.us)) using the Ho'ohiki Program. It takes between 4 to 6 weeks for the final *Decree* to be mailed. If your divorce is denied, the Court will mail you instructions on what needs to be done before the Court will grant the divorce.