

Packet 10

Miscellaneous Forms

For Wyoming

2014

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MISCELLANEOUS FORMS

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PLEASE CAREFULLY READ THE FORMS AND INSTRUCTIONS CONTAINED IN THIS PACKET. IF YOU HAVE ANY QUESTIONS, PLEASE CONSULT WITH AN ATTORNEY.

THESE ARE EDUCATIONAL FORMS AND INSTRUCTIONS DESIGNED TO ASSIST YOU, BUT YOU ARE REPRESENTING YOURSELF. PLEASE REVIEW AND FOLLOW THE DIRECTIONS TO IMPROVE YOUR PERFORMANCE IN YOUR CASE. FAILURE TO READ AND FOLLOW THE INSTRUCTIONS MAY ADVERSELY IMPACT YOUR CLAIM.

Instructions for Miscellaneous Forms

This Packet contains forms that are not needed in most cases where the parties are representing themselves. These forms supplement the packet(s) you have already purchased or downloaded from the Court. Most likely you will only need to use these additional forms for one of the following areas:

1. **Additional ways to serve a Defendant/Respondent** – use if you are unable to have the Defendant/Respondent served by the Sheriff or if they will not sign an Acknowledgement or Acceptance of Service;
2. **Waiver of Fees** – use if you are financially unable to pay the Court’s filing fees and/or the Sheriff’s service fees;
3. **Motion Forms** – use if you need to make a request of the Court (or respond to a request) before the final order is entered (for example, request for temporary custody and/or support or requiring completion of financial affidavits);
4. **Dismissal Forms** – use if you would like to dismiss the action before a final order is entered; and
5. **Notice of Change of Employment or Insurance** – this form is for employers who need to report a change for their employee’s status in cases where a child support order has been issued.

Please read through the instructions carefully concerning the form(s) that you need to use in your case.

1. Additional Ways to Serve Defendant/Respondent. If you were unable to serve the Defendant/Respondent either by the Sheriff or by obtaining an Acknowledgement or Acceptance of Service, then you may make a request to serve the Defendant/Respondent by Publication or by Registered Mail.

- A. The following forms are required for service by Publication:**
- a. Affidavit to Allow Service by Publication
 - b. Notice of Publication
 - c. Affidavit Following Service by Publication

There are additional fees for service by publication. Rule 4(e) of the Wyoming Rules of Civil Procedure states that service by publication is applicable “in suits for divorce, alimony, to affirm or declare a marriage void, or the modification of any decree therefore entered in such suit, when the defendant is a nonresident of the state, or the defendant’s residence cannot be ascertained, or the defendant keeps concealed in order to avoid service of process.” If you are unsure whether or not you are allowed to serve the Defendant/Respondent by publication, you need to consult with a lawyer. However, if you can demonstrate that you have made every effort to find the defendant’s address, completely fill out an *Affidavit to Allow Service by Publication* and *Notice of Publication*. (DO NOT sign where the Clerk needs to sign).

Before service of publication can be made, an *Affidavit to Allow Service by Publication* must be filed stating that service of *Summons* cannot be made within this state, on the Defendant/Respondent to be served by publication, and listing the Defendant/Respondent's address, if you know it, or that the Defendant/Respondent's address is unknown.

If the Defendant/Respondent's address is UNKNOWN and cannot be found after making every effort to find the Defendant/Respondent's address, the affidavit must detail the efforts you made to obtain an address.

If the other party's address is KNOWN, Wyoming Rules of Civil Procedure, Rule 4(f) states: In any case in which service by publication is made when the address of the Defendant/Respondent is known, the address must be stated in the publication. Immediately after the first publication, the party making the service shall deliver to the Clerk copies of the publication, and the Clerk shall mail a copy to each Defendant/Respondent whose name and address is known by registered or certified mail and marked "**Restricted Delivery**" with return receipt requested, directed to the Defendant/Respondent's address listed, and make an entry thereof on the appearance docket." [NOTE: **you must supply the Clerk with the envelope and proper postage – the envelope must be ready to mail with the necessary postal forms completed.**]

Contact the newspaper. After the Clerk signs and files the *Notice of Publication*, it is your responsibility to contact the appropriate newspaper and to arrange for the publication and pay the appropriate fees. An appropriate newspaper is one that has been regularly issued at least once each week for a period of fifty-two (52) consecutive weeks prior to the date of the first publication of notice or advertisements. It must have a paid circulation of at least five hundred (500) and each page must not be less than ten (10) inches by twelve and one-half inches in size. The newspaper must publish the notice once a week for four (4) consecutive weeks.

Waiting period. The other party will have thirty (30) days **from the date of the last publication** to file a written response to your complaint or modification petition. After the thirty (30)-day waiting period, fill out, sign and notarize the *Affidavit Following Service by Publication*. You must attach the *Affidavit of Publisher*. The *Affidavit of Publisher* is a form the newspaper will prepare and send to you after it completes the publishing. File the *Affidavit Following Service by Publication* with the Court. If the other party fails to respond by that time limit, you may follow the procedures for default as discussed in your other packet.

Recap for Serving by Publication:

1. Fill out an *Affidavit to Allow Service by Publication*
2. Fill out the *Notice of Publication* (the Clerk will sign it)
3. If you know the other party's address, you must supply the Clerk with the envelope and proper postage to mail the documents to the Defendant/Respondent by registered or certified mail marked "restricted delivery"
4. Contact the newspaper and pay the fee to have the Notice published once per week for 4 weeks.
5. Wait 30 days
6. Fill out the *Affidavit Following Service by Publication* and file it with the Court. Be sure to attach the *Affidavit of Publisher*, which is a form the newspaper will prepare and send to you.
7. Service has now been completed and you may proceed with the next step in your prior packet.

B. The following form is needed for service by Registered or Certified Mail:

- Affidavit to Allow Service by Registered Mail.

In all cases where service by publication can be made or where a statute permits service outside this state, the plaintiff/petitioner may obtain service by registered or certified mail. Wyoming Rules of Civil Procedure, Rule 4(l) provides that “(u)pon the request of any party the Clerk shall send by registered or certified mail a copy of the complaint and summons addressed to the party to be served at the address given in the affidavit required under Rule 4(f)”. The mail shall be sent marked “**Restricted Delivery**”, requesting a return receipt signed by the addressee or the addressee’s agent who has been specifically authorized in writing by a form acceptable to, and deposited with, the postal authorities. When such return receipt is received signed by the addressee or the addressee’s agent the Clerk shall file the same and enter a certificate in the cause showing the making of such service. Wyoming Rules of Civil Procedure, Rule 4(l).

If you qualify to serve the Defendant/Respondent by Registered Mail, fill out the *Affidavit to Allow Service by Registered Mail* and take the original and two copies to the Clerk for filing. You will also need to take an envelope with proper postage and necessary postal forms for restricted delivery in order to mail the complaint or modification petition, summons, and the *Affidavit to Allow Service by Registered Mail* to the Defendant/Respondent.

Recap for Serving by Registered Mail:

1. Fill out an *Affidavit to Allow Service by Registered Mail* and file an original and two copies with the Clerk
2. Take an envelope with proper postage and proper postal forms to the Clerk so that the Clerk can mail the required documents to the Defendant/Respondent by registered or certified mail marked “restricted delivery.”
3. Service has now been completed and you may proceed with the next step in your prior packet.

2. Waiver of Fees. If you financially qualify, you may ask the Judge to waive the costs of the filing fee and having the sheriff serve your spouse with the paperwork for your divorce or modification action by completing and filing an *Affidavit of Indigency and Request for Waiver of Filing Fees and All Fees Associated Therewith* together with the *Order on Request for Waiver of Filing Fees and All Fees Associated Therewith*. The Judge will then make a determination about whether or not to grant your request. Procedures and policies vary from court to court so there is no guarantee that the Judge will grant your request.

Recap for Requesting a Waiver of Fees:

1. Fill out an *Affidavit of Indigency and Request for Waiver of Filing Fees and All Fees Associated Therewith*;
2. Fill out an *Order on Request for Waiver of Filing Fees and All Fees Associated Therewith*;
3. File both the Affidavit and the Order with the Court;
4. The Judge will determine whether or not you will need to pay the filing fees and service fees in your divorce or modification action and will mail a copy of the Order to you.

3. Motion Forms. There are several remedies that are available in divorce and modification actions that are not included in the packets. For example, requests for temporary relief (such as temporary custody) are unique to each case and can be complex. It is recommended that you seek the assistance of an attorney to help you. However, if you need to make a request of the Court (or respond to a request) before the final order is entered, the following forms are contained in this Packet:

- Motion
- Response to Motion
- Order on Motion
- Order Requiring Financial Affidavits

For each motion you wish to file, you must complete the *Motion* form as well as the *Request for Setting* and the *Order Setting Hearing* forms that are contained in your original packet. All three (3) forms must be filed with the Clerk's office. The *Request for Setting* allows the court to hear about your motion and to make a ruling regarding your request. It also tells the court what the hearing is for and the amount of time needed. The Judge will fill in the hearing date and time and return the *Order Setting Hearing* to you. If you file a motion asking the court to order the other party to file a *Confidential Financial Affidavit*, you do not need to file a *Request for Setting* or the *Order Setting Hearing*. For each form you file, you must give the Clerk an addressed, stamped envelope for both you and the other party.

Fill out the *Order on Motion* form by completing the caption and the addresses for you and the other party and submit the *Order on Motion* with your *Motion*. The Judge will either fill out the rest, or make a ruling at the hearing, which you will need to put in the *Order*. If you need the court to order the other party to fill out a *Confidential Financial Affidavit*, complete and file the *Order Requiring Completion of Financial Affidavits*.

Responding to a Motion: If the other party files a motion, you should fill out a *Response to Motion* form and state your objections, if any, to the requested relief. If you fail to respond in writing, you may be prevented from responding at the hearing, and the other party may be given what he/she asked for in the motion. Generally, your response must be filed and delivered to the other party within twenty (20) days from the date it was mailed or, if there is a hearing, three (3) days before the hearing date, whichever is sooner. You should attach to your response, any documents or other evidence you wish the judge to consider.

Attend Hearing: Attend the hearing scheduled by the Court. It is important that you show up on time and that you are dressed appropriately.

Recap for Motion Forms:

1. Fill out the *Motion* and the caption and addresses of the parties on the *Order on Motion*.
 - **If you only need to respond to a motion, fill out the *Response to Motion* and file it with the Court. Be sure to send a copy to the other party. Attend any hearing you receive notice of.**
2. Fill out a *Request for Setting* and *Order Setting Hearing* – these forms are contained in your prior packet.
3. File the *Motion*, *Order on Motion*, *Request for Setting*, *Order Setting Hearing*, and *Order on Motion* with the Clerk; or if you need the other party to file a *Confidential Financial Affidavit*, file the *Motion* and the *Order Requiring Financial Affidavits*.
 - Take an original and two copies of each document to file with the Clerk’s office. You will need to send a copy of any filed document to the Defendant/Respondent.
 - Take two (2) addressed, stamped envelopes (one addressed to you and one to the other party with enough postage to cover the cost of mailing the *Order Setting Hearing* (or *Order Requiring Financial Affidavits*) to you and the other party).
4. Attend the hearing set by the Court.

4. Dismissal Forms. If you would like to dismiss the pending action for any reason (such as you were unable to serve the other party, you and the other party reconciled, or for any other reason you decide you no longer wish to proceed with the complaint or the modification petition), you will need the following forms:

- a. Motion to Dismiss Action
- b. Order of Dismissal

Complete the *Motion to Dismiss Action*. If the Defendant/Respondent has not filed an *Answer* or *Response* (including a counterclaim) to the complaint or modification petition, only the Plaintiff/Petitioner needs to sign the Motion. If the Defendant/Respondent filed an Answer or Response, however, both parties will need to sign the Motion. Be sure to mark the correct box to request that the Court dismiss the *Complaint for Divorce*, *Petition for Modification of Child Support and Judgment for Arrears*, *Petition to Modify Custody and Support*, or *Petition to Establish Custody, Visitation, and Child Support*, whichever one applies to your case.

Complete the *Order of Dismissal* by filling out the caption and by providing the addresses for you and the other party at the bottom. The Judge will determine whether or not the Motion is granted or denied.

Take the Motion and Order to the Clerk for filing. The Clerk will be sure to give the Order to the Judge for consideration. You must also give the Clerk an addressed, stamped envelope for both you and the other party so that the Clerk can send a copy of the Order once it has been signed by the Judge.

Recap for Dismissal Forms:

1. Fill out the *Motion to Dismiss Action* and have the Defendant/Respondent sign it if an *Answer* or *Response* (including a counterclaim) was filed.
2. Fill out *Order of Dismissal* by completing the caption and addresses of the parties. The Judge will fill out the rest.
 - Take an original and two copies of each document to file with the Clerk's office. You will need to send a copy of any filed document to the Defendant/Respondent.
 - Take two (2) addressed, stamped envelopes (one addressed to you and one to the other party with enough postage to cover the cost of mailing the *Order of Dismissal* to you and the other party).

5. Notice of Change of Employment or Insurance. An employer needing to report a change in employment or dependent health care coverage for a non-custodial parent responsible for payment of child support can use this form to report the change(s) to the Clerk of District Court.

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT
_____ JUDICIAL DISTRICT

Plaintiff/Petitioner: _____ ,)
 (Print name of person filing))
)
vs.)
)
Defendant/Respondent: _____ .)
 (Print name of other party)

Civil Action Case No. _____

AFFIDAVIT TO ALLOW SERVICE BY PUBLICATION

STATE OF WYOMING)
) ss.
COUNTY OF _____)

The Plaintiff/Petitioner, being duly sworn upon her/his oath and being of lawful age, states and alleges as follows:

1. I am the Plaintiff/Petitioner in the above referenced matter. Service of a *Summons* cannot be made within this state on the Defendant/Respondent.

2. The Defendant/Respondent's address is: _____

NOTE: Immediately after the first publication, you must deliver to the Clerk of District Court a copy of the publication notice and an envelope to be sent by certified mail/restricted delivery addressed to Defendant with proper postage. The Clerk shall then mail the notice and make an entry on the appearance docket. (Rule 4(f) Wyoming Rules of Civil Procedure);

OR

The Defendant/Respondent's address is unknown and cannot with reasonable diligence be ascertained. Publication is allowed in this family law matter pursuant to Rule 4(e)(9) Wyoming Rules of Civil Procedure. I have made the following efforts to obtain the Defendant/Respondent's address:

I have called him/her and the telephone number is disconnected and directory assistance has no other telephone number.

I have written the Defendant/Respondent and my letter was returned [a copy is attached].

I have contacted the Defendant/Respondent's known relatives and they cannot supply a current address.

Other: _____.

3. I am requesting service by publication in this action pursuant to Rule 4 (e) (9) of the Wyoming Rules of Civil Procedure.

FURTHER, I swear under penalty of perjury that the information I have provided on this form is true and correct.

DATED this ____ day of _____, 20__.

Signature
Printed Name: _____
Address: _____
Phone Number: _____

Subscribed and sworn to before me on this ____ day of _____, 20 ____.

WITNESS my hand and official seal.

Notarial Officer

My commission expires: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT
_____ JUDICIAL DISTRICT

Plaintiff/Petitioner: _____,) Civil Action Case No. _____
(Print name of person filing))
)
vs.)
)
Defendant/Respondent: _____)
(Print name of other party)

NOTICE OF PUBLICATION

NOTICE TO _____, DEFENDANT/RESPONDENT
(Print Defendant/Respondent's Name)

DEFENDANT/RESPONDENT'S CURRENT ADDRESS: _____
_____.

You are notified that a *Complaint for Divorce*; *Petition for Modification of Child Support and Judgment for Arrears*; *Petition to Modify Custody and Support*; or *Petition to Establish Custody, Visitation and Support*, Civil Action No. _____, has been filed in the Wyoming District Court for the _____ Judicial District, whose address is _____

_____ (insert District Court's Address)

seeking dissolution of your marriage to _____ (insert Plaintiff's name); modification of child support; modification of custody and child support; or establishment of custody, visitation, and child support, and a *Decree of Divorce*; *Order Modifying Child Support and Judgment for Arrears*; *Order Modifying Custody and Support*; or *Order Establishing Custody, Visitation and Support*, in his/her favor.

Unless you file an *Answer* or *Response* or otherwise respond to the *Complaint* or *Petition* referenced above within 30 days following the last date of publication of this notice, a default judgment will be taken against you and a *Decree of Divorce*; *Order Modifying Child Support and Judgment for Arrears*; *Order*

Modifying Custody and Support; or *Order Establishing Custody, Visitation and Support will be granted.*

DATED this ____ day of _____, 20____.

BY CLERK OF COURT:

Clerk of District Court / Deputy

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT
_____ JUDICIAL DISTRICT

Plaintiff/Petitioner: _____ ,)
(Print name of person filing))

Civil Action Case No. _____

vs.)

Defendant/Respondent: _____ .)
(Print name of other party)

AFFIDAVIT FOLLOWING SERVICE BY PUBLICATION

The Plaintiff/Petitioner, being duly sworn upon her/his oath and legal age, states and alleges as follows:

1. I am the Plaintiff/Petitioner in the above-referenced matter.
2. The Defendant/Respondent's address was known and Defendant/Respondent resided out-of-state. The Defendant/Respondent was served by publication once a week for four consecutive weeks and more than 30 days have elapsed since the date of the last publication.
 - A copy of the *Affidavit of Publisher* (usually sent to Plaintiff/Petitioner by newspaper) is attached; AND
 - A copy of the notice of publication was sent by the Clerk of District Court, certified mail to the Defendant/Respondent; AND
 - A copy of the green card was signed and is included in the court's file; OR
 - The letter was not signed for, see envelope in the court file.

OR

The Defendant/Respondent's address was unknown despite diligent efforts to discover the address. The Defendant/Respondent was served by publication once a week for four consecutive weeks. More than 30 days have elapsed since the last publication.

A copy of the *Affidavit of Publisher* (usually sent to Plaintiff/Petitioner by newspaper) is attached.

FURTHER, your affiant sayeth not.

DATED this ____ day of _____, 20__.

Signature
Printed Name: _____
Address: _____
Phone Number: _____

Subscribed and sworn to before me on this ____ day of _____, 20__.

WITNESS my hand and official seal.

Notarial Officer

My commission expires: _____

STATE OF WYOMING)
) ss.
COUNTY OF _____)

IN THE DISTRICT COURT
_____ JUDICIAL DISTRICT

Plaintiff/Petitioner: _____ ,)
 (Print name of person filing))
)
vs.)
)
Defendant/Respondent: _____ .)
 (Print name of other party)

Civil Action Case No. _____

AFFIDAVIT TO ALLOW SERVICE BY REGISTERED OR CERTIFIED MAIL

STATE OF WYOMING)
) ss.
COUNTY OF _____)

The Plaintiff/Petitioner-Affiant, being duly sworn upon her/his oath and being of legal age, hereby states and alleges as follows:

1. I am the Plaintiff/Petitioner in the above referenced matter. Service of *Summons* cannot be made within the state.

2. The Defendant/Respondent's address is: _____
_____.

3. In accordance with Wyoming Rules of Civil Procedure 4(1)(2), upon the request of any party the clerk shall send by registered or certified mail a copy of the complaint and summons addressed to the party to be served at the address given in this affidavit. The mail shall be sent marked "**Restricted Delivery**," requesting a return receipt signed by the addressee or the addressee's agent who has been specifically authorized in writing by a form acceptable to, and deposited with, the postal authorities. When such return receipt is received signed by the

addressee or the addressee's agent the clerk shall file the same and enter a certificate in the cause showing the making of such service.

4. That I am requesting service by certified mail because the Defendant/Respondent cannot be served within the state.

FURTHER, I swear under penalty of perjury that the information provided in this form is true and correct.

DATED this ____ day of _____, 20__.

Signature _____

Printed name: _____

Address: _____

Phone Number: _____

Subscribed and sworn to before me on this ____ day of _____, 20__.

WITNESS my hand and official seal.

Notarial Officer

My commission expires: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

JUDICIAL DISTRICT

Plaintiff/Petitioner: _____ ,)
(Print name of person filing))

Civil Action Case No. _____

vs.)

CONFIDENTIAL

Defendant/Respondent: _____ .)
(Print name of other party)

**AFFIDAVIT OF INDIGENCY AND REQUEST FOR WAIVER
OF FILING FEES AND ALL FEES ASSOCIATED THEREWITH**

THE UNDERSIGNED REQUESTS THE COURT TO WAIVE FILING FEES IN THE ABOVE MATTER. THE UNDERSIGNED FURTHER ADVISES THAT INFORMATION CONTAINED IN THIS AFFIDAVIT IS THE TRUTH, THE WHOLE TRUTH, AND NOTHING BUT THE TRUTH. I FURTHER AUTHORIZE THE COURT TO VERIFY ALL OR ANY PORTION OF THE FOLLOWING INFORMATION:

I. PERSONAL/LIVING ARRANGEMENTS/ RESIDENCE

1. My name is: _____
I am the Plaintiff/Petitioner Defendant/Respondent in the above matter.
2. Year of Birth: _____ Place of Birth: _____
3. Marital Status: Married Separated Unmarried (single, divorced or widowed)
4. My spouse's name is: _____
5. I currently reside at: _____, _____, _____, _____ How Long? _____
(Physical Address) (City) (State) (Zip) (Yrs-Mos)
(a) Mailing address (if different): _____
(b) I live with: spouse friend roommate parents
6. My Home Number is: (_____) _____ My Work Number is: (_____) _____
(a) I may be reached during the day at: (_____) _____
(b) You can leave a message for me at: (_____) _____
(c) My cell phone number is: (_____) _____

7. I own my home: YES or NO

If **you own** your home:

- (a) I owe \$_____ on the mortgage.
- (b) The monthly mortgage payment is: \$_____
- (c) The house I own could be sold for \$_____
- (d) I pay lot rent of \$_____/mo.

If you **do not** own your home:

- (e) I live with: _____
- (f) I pay \$_____/mo. rent.
- (g) I gave the landlord a damage deposit of \$ _____
- (h) I pay lot rent of \$_____/mo.

8. Previous Address: _____, _____, _____, _____
(Street Address) (City) (State) (Zip)

9. How long at previous address? _____ (Yrs/Mos)

II. OCCUPATION/EMPLOYMENT/INCOME SOURCES:

10. My occupation/trade is: _____

- (a) I am employed by: _____
- (b) My monthly GROSS income (before deductions, tax, etc.) is: \$ _____
- (c) My monthly NET income (after deductions) is: \$ _____
- (d) I am unemployed, the last time I worked was: _____
- (e) My last place of employment was: _____
- (f) If currently unemployed, please disclose the amount of your last paycheck: \$ _____

(g) I have the following OTHER sources of income:

- | | | | |
|--------------------------|--------------------|----------|--------------------------|
| <input type="checkbox"/> | Social Security | \$ _____ | |
| <input type="checkbox"/> | Workers' Comp. | \$ _____ | |
| <input type="checkbox"/> | TANF Benefits | \$ _____ | |
| <input type="checkbox"/> | Veteran's Benefits | \$ _____ | |
| <input type="checkbox"/> | Welfare | \$ _____ | |
| <input type="checkbox"/> | Child Support | \$ _____ | |
| <input type="checkbox"/> | Unemployment | \$ _____ | Wks/Mos Remaining: _____ |
| <input type="checkbox"/> | Other | \$ _____ | |

III. ASSETS:

11. I have the following cash, or other liquid assets, on hand: \$ _____

12. I and my spouse (if married) have the following savings and/or checking accounts:

NAME OF BANK	LAST 4 DIGITS OF ACCOUNT NO.	CURRENT BALANCE

13. I own the following vehicles, recreational vehicles, ATV's, motorcycles, tractors, boats, jet skis, etc:

YEAR	MAKE / MODEL	APPROX. VALUE

14. (a) My friends or family can give or loan me \$_____ for the expenses of this action.
 (b) I can borrow \$_____ for the expenses of this action.
 (c) I own other real estate (other than primary residence) worth approximately \$_____.
 (d) I do do not expect to receive a \$_____ tax refund on _____.
 (e) I am owed accounts receivable worth about \$_____.
 (f) I own machinery or equipment worth approximately \$_____.
 (g) Estimated value of household furniture and appliances is \$_____.
 (h) I own clothing and jewelry worth approximately \$_____.
 (i) I own guns worth approximately \$_____.
 (j) I own tools worth about \$_____.

IV. DEBTS/OBLIGATIONS:

15. I, or my spouse, (if married) have the following credit cards:

CREDIT CARD/LAST 4 DIGITS OF ACCOUNT #	MONTHLY PMT.	AMOUNT OWING	CREDIT LINE

16. I have the following monthly payments (including utilities, i.e. telephone, cable, etc.):

PAYABLE TO	MONTHLY EST. PMTS.	BALANCE OWING

17. I have remaining debt, as follows: (include to whom and the amount owed)

PAYABLE TO/ADDRESS/PHONE NUMBER	MONTHLY PMTS.	BALANCE OWING

V. OTHER:

18. The dependents I claim on my annual income tax returns are:

NAME (Initials Only)	RELATIONSHIP	NAME (Initials Only)	RELATIONSHIP
1)		4)	
2)		5)	
3)		6)	

19. I have read, am familiar with, and understand the following law of the State of Wyoming:

“A person commits a felony punishable by imprisonment for not more than two (2) years, a fine of not more than two thousand dollars (\$2,000), or both, if, while under a lawfully administered oath or affirmation in a matter where an oath is authorized by law, he knowingly makes a false certificate, affidavit, acknowledgment, declaration or statement other than in a judicial or administrative proceeding.” Wyoming Statute § 6-5-303.

 Signature
 Printed Name: _____
 Address: _____
 Phone Number: _____

STATE OF WYOMING)
)
 COUNTY OF _____)

Subscribed and sworn to before me by _____ this _____ day
 of _____, 20____.

WITNESS my hand and official seal.

 Notarial Officer

My Commission Expires: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT
_____ JUDICIAL DISTRICT

Plaintiff/Petitioner: _____ ,) Civil Action Case No. _____
(Print name of person filing))
)
vs.)
)
Defendant/Respondent: _____ .)
(Print name of other party)

**ORDER ON REQUEST FOR WAIVER OF FILING FEES AND ALL FEES
ASSOCIATED THEREWITH**

This matter has come before the Court on the *Affidavit of Indigency and Request for Waiver of Filing Fees and All Fees Associated Therewith*. The Court having reviewed the Affidavit, the Court hereby finds and orders as follows:

1. The request for waiver of filing fees and all fees associated therewith, including service of process fees, is GRANTED.
2. The request for waiver of filing fees and all fees associated therewith is DENIED.

DONE this _____ day of _____, 20_____.

District Court Judge

Copies sent to:

Plaintiff/Petitioner or their Attorney's Name and Address:

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT
_____ JUDICIAL DISTRICT

Plaintiff/Petitioner: _____ ,)
(Print name of person filing))

Civil Action Case No. _____

vs.)

Defendant/Respondent: _____ .)
(Print name of other party)

MOTION FOR _____
(describe what you are requesting from the Court)

I am the Plaintiff/Petitioner Defendant/Respondent in this action. I am requesting that:

(Describe what you would like the Court to do for you) – TYPE OR PRINT CLEARLY-

Attach additional sheets of paper if needed.

My reasons are:

Attach additional sheets of paper if needed.

DATED this _____ day of _____, 20____.

Signature
Printed Name: _____
Address: _____
Phone Number: _____

CERTIFICATE OF SERVICE

I certify that on _____ (date) the original of this document was filed with the Clerk of District Court; and, a true and accurate copy of this document was served on the other party by Hand Delivery OR Faxed to this number _____ OR by placing it in the United States mail, postage pre-paid, and addressed to the following:

(Print name and address of other party)

TO: _____

Your signature

Print name

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT
_____ JUDICIAL DISTRICT

Plaintiff/Petitioner: _____ ,)
(Print name of person filing))
)
vs.)
)
Defendant/Respondent: _____ .)
(Print name of other party)

Civil Action Case No. _____

RESPONSE TO MOTION FOR _____
(insert name of Motion)

I am the Plaintiff/Petitioner Defendant/Respondent in this action. I respond to the allegations in motion as follows:

(Describe why you disagree with what is stated in the motion and what you would like the Court to do instead) – TYPE OR PRINT CLEARLY-

Attach additional sheets of paper if needed.

My reasons are:

Attach additional sheets of paper if needed.

DATED this _____ day of _____, 20____.

Signature
Printed Name: _____
Address: _____
Phone Number: _____

CERTIFICATE OF SERVICE

I certify that on _____ (date) the original of this document was filed with the Clerk of District Court; and, a true and accurate copy of this document was served on the other party by Hand Delivery OR Faxed to this number _____ OR by placing it in the United States mail, postage pre-paid, and addressed to the following:

(Print name and address of other party)

TO: _____

Your signature

Print name

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT
_____ JUDICIAL DISTRICT

Plaintiff/Petitioner: _____,) Civil Action Case No. _____
(Print name of person filing))
)
vs.)
)
Defendant/Respondent: _____)
(Print name of other party)

ORDER ON MOTION FOR _____
(insert name of Motion)

THIS MATTER, having come before the Court on Plaintiff/Petitioner's
Defendant/Respondent's Motion for _____; and the Court having
considered the same and being otherwise fully advised, hereby FINDS AS FOLLOWS: __

IT IS THEREFORE ORDERED:

THE MOTION IS Denied Granted Other _____

SO ORDERED this _____ day of _____, 20_____.

DISTRICT COURT JUDGE

Copies sent to:

Plaintiff/Petitioner or their Attorney's Name and Address:

Defendant/Respondent or their Attorney's Name and Address:

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Plaintiff/Petitioner: _____ ,)
(Print name of person filing))

Civil Action Case No. _____

vs.)

Defendant/Respondent: _____)
(Print name of other party)

**ORDER REQUIRING COMPLETION
OF CONFIDENTIAL FINANCIAL AFFIDAVITS**

An action seeking establishment of a child support order pursuant to Wyo. Stat. §20-2-301 et seq., as amended has been filed;

NOW THEREFORE IT IS HEREBY ORDERED that the parties complete and sign under oath a “Confidential Financial Affidavit” in accordance with Wyo. Stat. §20-2-308 in a form substantially conforming to that approved by the Wyoming Supreme Court and available through the clerk of this court.

IT IS FURTHER ORDERED THAT the financial affidavits of the parties shall be supported with documentation of both current and past earnings. Suitable documentation of current earnings includes but is not limited to pay stubs, employer statements, or receipts and expenses if self-employed. Documentation of current earnings shall be supplemented with copies of the most recent tax return to provide verification of earnings over a longer period.

IT IS FURTHER ORDERED that, attached to the financial affidavit, each party shall file with the clerk of this court and supply to the other party the following information:

- 1) Copies of the last two years income tax returns;
- 2) Copies of **all** W-2 forms from the last two years; and
- 3) Copies of statements of earnings from each employer showing cumulative pay for

this year to date. **Parents who are self-employed must supply verified income and expense statements from their business for the two most recent years.**

IT IS FURTHER ORDERED that the completed Confidential Financial Affidavit be returned within 30 days from the date of this order to the other party or his/her attorney and to the following:

Clerk of District Court

Address:

IT IS FURTHER ORDERED that after the parties have exchanged financial information they shall either jointly or separately complete a Child Support Computation form in an attempt to settle child support issues. The parties are encouraged to agree to a temporary and a final support order set according to the Wyoming Child Support Guidelines.

DATED this _____ day of _____, 20_____.

DISTRICT COURT JUDGE

Copies sent to:

Plaintiff/Plaintiff's Attorney's Name and Address

Defendant/Defendant's Attorney's Name and Address

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT
_____ JUDICIAL DISTRICT

Plaintiff/Petitioner: _____,) Civil Action Case No. _____
(Print name of person filing))
)
vs.)
)
Defendant/Respondent: _____)
(Print name of other party)

MOTION TO DISMISS ACTION

1. Pursuant to Wyoming Rules of Civil Procedure 41, Plaintiff/Petitioner and/or Defendant/Respondent ask(s) the court to dismiss this action for the following reasons: _____

2. Defendant/Respondent has NOT filed an *Answer* or *Response*; OR
 Defendant/Respondent filed an *Answer* or *Response* but agrees to the dismissal as verified by his/her signature on this document; OR

Defendant/Respondent filed an *Answer and Counterclaim* or *Response and Counterclaim* but has agreed in writing to the dismissal of his/her *Counterclaim* together with the dismissal of the *Complaint for Divorce*; *Petition for Modification of Child Support and Judgment for Arrears*; *Petition to Modify Custody and Support*; or *Petition to Establish Custody, Visitation, and Support*, as verified by his/her signature on this document.

3. It is hereby requested that:

Plaintiff/Petitioner's *Complaint for Divorce*; *Petition for Modification of Child Support and Judgment for Arrears*; *Petition to Modify Custody and Support*; or *Petition to Establish Custody, Visitation, and Support*, and this action be dismissed without prejudice, and, if applicable;

Defendant/Respondent's *Counterclaim* be dismissed without prejudice.

DATED this _____ day of _____, 20____.

Plaintiff/Petitioner's Signature

Printed Name: _____

Address: _____

Phone Number: _____

Defendant/Respondent must sign if an Answer or Response or Counterclaim is filed:

Defendant/Respondent's Signature

Printed Name: _____

Address: _____

Phone Number: _____

CERTIFICATE OF SERVICE

I certify that on _____ (date) the original of this document was filed with the Clerk of District Court; and, a true and accurate copy of this document was served on the other party by Hand Delivery OR Faxed to this number _____ OR by placing it in the United States mail, postage pre-paid, and addressed to the following:

(Print name and address of other party)

TO: _____

Your signature

Print name

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT
_____ JUDICIAL DISTRICT

Plaintiff/Petitioner: _____,) Civil Action Case No. _____
(Print name of person filing))
)
vs.)
)
Defendant/Respondent: _____)
(Print name of other party)

ORDER OF DISMISSAL

This matter has come before the Court on Plaintiff/Petitioner's and/or Defendant/Respondent's *Motion to Dismiss*. The Court having reviewed the *Motion*, hereby finds and orders as follows:

1. The *Motion to Dismiss* is GRANTED without prejudice.
2. The *Motion to Dismiss* is DENIED for the following reason(s):

DONE this _____ day of _____, 20____.

District Court Judge

Copies sent to:

Plaintiff/Petitioner or their Attorney's Name and Address:

Defendant/Respondent or their Attorney's Name and Address:

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT
_____ JUDICIAL DISTRICT

Plaintiff/Petitioner: _____ ,)
(Print name of person filing))

Civil Action Case No. _____

vs.)

Defendant/Respondent: _____ .)
(Print name of other party)

**NOTICE OF CHANGE IN EMPLOYMENT AND/OR
DEPENDENT HEALTH INSURANCE COVERAGE**

TO: Clerk of District Court

The Payor/Employer in the above-captioned matter, hereby serves notice that the Obligor (person owing support) has terminated his/her employment with the below-signed employer. In support thereof, the employer hereby states:

1. The Obligor/Employee terminated his/her employment on the ____ day of _____, 20__.

2. The last known address of the Obligor/Employee is:

3. The name and address of the Employee's new Employer is: (if known)

AND/OR

The Payor/Employer in the above-captioned matter hereby serves notice that the obligor/employee has had a change in his/her dependent health care coverage. Please describe the change in coverage: _____

Such change is/was effective as of the _____ day of _____, 20__.

RESPECTFULLY SUBMITTED this _____ day of _____,
20_____.

Employer/Former Employer
Print Name: _____
Address: _____
Phone Number: _____

*File with the Clerk of District Court and mail a copy to the plaintiff/petitioner or the plaintiff/petitioner's attorney (if one) and to the defendant/respondent or the defendant/respondent's attorney (if one) at the last known address.