

## CHECKLIST FOR PRO CON PROCEDURE - JUDGMENTS OF DIVORCE

### UNREPRESENTED PARTIES (NO ATTORNEYS)

#### ONLY CASES ASSIGNED TO JUDGE CONLIN

- 1. DM cases** (cases with children) – obtain a Judgment of Divorce With Children and fully complete it. <https://michiganlegalhelp.org/>  
The judgment (JOD) must provide for child custody, parenting time, child support (including completion of A Uniform Child Support Order), spousal support (including completion of Uniform Spousal Support Order if applicable), in addition to property division, debts, retirement benefits, and other provisions. You must get FOC approval before submitting orders to the judge. Please contact [focapproval@washtenaw.org](mailto:focapproval@washtenaw.org). Attach the FOC approval sheet to the last page of your JOD.
- 2. DO cases** (cases without children) – obtain a Judgment of Divorce Without Children and fully complete it. <https://michiganlegalhelp.org/>  
The judgment (JOD) must provide for spousal support, if applicable, in addition to property division, debts, retirement benefits, and other provisions.
- 3. ALL CASES** The Judgment of Divorce and all accompanying orders must be **signed and dated** by BOTH parties, or just the Plaintiff, if it is a Default JOD. Finally, the form called **Record of Divorce or Annulment** must be completely filled out and included.
- 4. Defaults** – The Michigan Court Rule MCR 3.210 (B) regarding entry of a default judgment of divorce is strictly enforced. This means that Plaintiff must have sent copies of the Notice of Entry of Default, a Motion for Entry of a Default JOD, the completed proposed default JOD and completed and proposed support order(s) to Defendant at last their known address at least 14 days prior to the hearing. Note: these documents are not the Summons and Complaint.
- 5. Call Central Assignment** (734-222-3383) and ask to schedule a hearing for a pro con divorce with Judge Conlin. Pro per filers may e-file or hand deliver the Notice of Motion Hearing form. Please make note of date and time of your hearing.
- 6. Scan** the Judgment of Divorce and any support orders and attach as separate documents in pdf format and e-mail them to [streeterk@washtenaw.org](mailto:streeterk@washtenaw.org). Please email these documents 48 hours ahead of your hearing. **DO NOT** e-file these documents.