

THE CIRCUIT CLERK'S OFFICE REQUIRES YOU
HAVE THE FOLLOWING DOCUMENTS TO
SCHEDULE A PROVE UP. THERE WILL BE
NO EXCEPTIONS TO THIS POLICY

- _____ 1. Appearances filed for both Parties
- _____ 2. Original signed Marital Settlement Agreement
- _____ 3. Judgment
- _____ 4. Certificate of Dissolution
- _____ 5. Certificate of Readiness
- _____ 6. Allocation of Parental Responsibilities/Parenting time (if minor children)
- _____ 7. Parenting Class Completion Certificates (if minor children)

- Parties must be separated for at least 6 months to obtain a prove up date.
- Default prove ups- Judgment, Certificate of Dissolution and Certificate of Readiness are required.