

Instructions for: **COMPLETING THE MICHIGAN DIVORCE REPORT**

In Michigan, it is the responsibility of the plaintiff or their attorney to prepare a divorce report. The initial preparation of a divorce report, as specified in statute, is to occur during the preparation of the original filing.

- Use only the current form. Form DCH-0838 with a revision date after 07/2015
- Use of cover-up solution or crossing out of information should be avoided.
- Complete all items as accurately as possible.

Information on Plaintiff/Defendant

IF information is not known, enter unknown.

- **Plaintiff/Defendant's Full Name** - Avoid the use of nicknames or alias names.
- Indicate the **sex** of Plaintiff/Defendant.
- **Date of Birth** - Enter the full date of birth. If unknown, enter partial date.
- **Enter Age**. If unknown, enter approximate age at time of filing.
- **Last Name Before First Married** - The last name prior to first marriage is to be entered in this item. If adopted, enter the adoptive name.
- **Residence** – Record the place of residence at time of filing.
 - Enter the city, the village or, if outside a city or village, the township.
 - Record the county of residence.
 - Enter the residence State. If residence is a foreign country, enter the name of the country.
- **Birthplace** – Record the state or foreign country of birth.
- **Number of this Marriage** – Record the total number of times married.

Information on the Marriage

- **Place of this Marriage** – Enter city, village or township, county and state/country where the marriage was performed.
- **Date of Marriage** – Enter the month, day and year this marriage occurred.
- **Date Couple Resided in Same Household** - Enter the date that the couple last lived together. If only an approximate date is available, enter the approximate date. If not separated at the time of filing, check the box labeled "Not Separated".
- **Number of Children in Household** – Enter the total number of minor children in the household. Include all children including stepchildren or unrelated children. If no minor children, check 'none.'

Information on the Attorney

- Enter the **name** and **bar number** of the attorney representing the plaintiff.
- **Address of the Attorney** - Enter the business address of the listed attorney.
- If no plaintiff attorney, enter **Pro Per**.

Information on the Decree

Following the final judgment, the court clerk completes the facts relative to the final judgment – type of judgment, physical custody awarded, date recorded, date of dissolution, and signature/title of certifying official with date.

Send the completed forms per **Instruction Letter 9 – SHIPMENT OF VITAL RECORDS**.