

# INSTRUCTIONS

## Certificate of Dissolution

Form you will need in order to request a Certificate of Dissolution:

- Certificate of Dissolution (DIV103)

### What You Need to Do

Each “step” here is described in more detail below.

1. Get a copy of your *Findings of Fact, Conclusions of Law, Order for Judgment, Judgment and Decree*.
2. Complete the *Certificate of Dissolution* form (DIV103), following all of the steps in these instructions.
3. Get the *Certificate of Dissolution* signed by a judge.

### Important Notices and Resources

The Court has forms and instructions, for some types of cases, as a general guide to the court process. These instructions explain the steps in more detail and answer common questions, but are not a full guide to the law. Court employees may be able to give general information on court rules and procedures, but they cannot give legal advice.

Got a question about court forms or instructions?

- Visit [www.MNCourts.gov/SelfHelp](http://www.MNCourts.gov/SelfHelp)
- Call the MN Courts Self Help Center at (651) 435-6535

Not sure what to do about a legal issue or need advice?

- Talk with a lawyer
- Visit [www.MNCourts.gov/Find-a-Lawyer.aspx](http://www.MNCourts.gov/Find-a-Lawyer.aspx)

Helpful materials may be found at your public county law library. For a directory, see <http://mn.gov/law-library/research-links/county-law-libraries.jsp> . For more information, contact your court administrator or call the Minnesota State Law Library at 651-296-2775.

## General Information About *Certificates of Dissolution*

The information contained in this document is not intended as legal advice but as a general guide to you to explain the legal process. **If you do not understand** any of these procedures, talk to an attorney. **Court staff cannot give legal advice.**

One resource for this general information is the “Help Topics” on the MJB website: <http://mncourts.gov/Help-Topics.aspx>.

### What is the *Certificate of Dissolution* used for?

Like your divorce decree (*Findings of Fact, Conclusions of Law, Judgment and Decree*), the *Certificate of Dissolution* signed by a judge can be used to prove that you are divorced. They can also be used to prove that a person’s name was changed in the divorce case. The *Certificate of Dissolution* contains far less personal information, and is much shorter, than the divorce decree. See [Minn. Stat. § 518.148](#).

### Can the *Certificate of Dissolution* be used to transfer title to real estate?

No. The *Certificate of Dissolution* does not show proof that title of real estate is transferred from one party to another. A different form called a *Summary Real Estate Disposition Decree* may be used to show an award of real estate between the parties. See [Minn. Stat. § 518.191](#) (NOTE: The Minnesota Judicial Branch does not publish a *Summary Real Estate Disposition Decree*. You may be able to find a sample form at a [law library](#), a legal publisher, and the [Minnesota Department of Commerce website](#)).

### Do you have all the information you need to fill out the forms?

The *Certificate of Dissolution* form (DIV103) asks for the following information (see [Minn. Stat. § 518.148](#)):

- The county, judicial district, and court file number of your case;
- Current name and former name(s) of each party;
- Date the judge or referee signed the Judgment and Decree; and
- Details about name changes, if any, in the divorce case.

## Step 1

### Fill Out *Certificate of Dissolution* (DIV103)

<p><b>State of Minnesota</b></p> <p>County _____</p> <p>_____          Petitioner</p> <p>vs</p> <p>_____          Respondent</p>	<p style="text-align: right;"><b>District Court</b></p> <p>Judicial District: _____</p> <p>Court File Number: _____</p> <p>Case Type: _____</p> <p style="text-align: center;"><b>Certificate of Dissolution</b></p> <p style="text-align: center;">Minn. Stat. § 518.148</p>
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A

**Section A – The “Caption”**

Fill out the caption (the top part) of the *Certificate of Dissolution* the exact same way that the *Findings of Fact, Conclusions of Law, Order for Judgment, Judgment and Decree* is filled out. Include the following:

- The county your divorce case was filed;
- The Judicial District;
- The court file number (an example of a court file number is 62-FA-18-0000);
- The case type.

The person listed as the “Petitioner” on the *Judgment and Decree* should be listed as the “Petitioner” here.

The person listed as the “Respondent” on the *Judgment and Decree* should be listed as the “Respondent” here.

<p>1. Petitioner’s name is: _____</p> <p>2. Petitioner’s prior name(s) or other name(s) are: <input type="checkbox"/> None OR</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">First                      Middle                      Last</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">First                      Middle                      Last</p> <p>3. Respondent’s name is: _____</p> <p>4. Respondent’s prior name(s) or other name(s) are: <input type="checkbox"/> None OR</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">First                      Middle                      Last</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">First                      Middle                      Last</p>	B
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**Section B: Details About the Parties**

1. List Petitioner's full name.
2. If the Petitioner has not had any other prior names, check the box for "none." If the Petitioner has had prior names, then list those names.
3. List Respondent's full name.
4. If the Respondent has not had any other prior names, check the box for "none." If the Respondent has had prior names, then list those names.

C

5. The marriage of Petitioner and Respondent is dissolved by Judgment and Decree of the court signed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Section C: Date of the Judgment and Decree**

5. List the date that the judge signed the *Judgment and Decree*.

D

6. Name changes granted in the Judgment and Decree: (Check all that apply)

None a

Petitioner's name is changed from: \_\_\_\_\_

First                      Middle                      Last

to \_\_\_\_\_

First                      Middle                      Last

Respondent's name is changed from: \_\_\_\_\_

First                      Middle                      Last

to \_\_\_\_\_

First                      Middle                      Last

**Section D: Name Changes (if any)**

6. This section is about name changes.
  - a. If neither you nor your spouse requested a name change in the *Judgment and Decree*, check the box for "None."
  - b. If the court granted the name change in the *Judgment and Decree* for Petitioner, check the second box and fill out that section exactly how it is in your *Judgment and Decree*.
  - c. If the court granted the name change in the *Judgment and Decree* for Respondent, check the second box and fill out that section exactly how it is in your *Judgment and Decree*.

## Step 2

### Getting the *Certificate of Dissolution* (DIV103) Signed by a Judge

If you are not already divorced, the court will either prepare the *Certificate of Dissolution* to be attached to the judgment and decree at the time of granting the dissolution of marriage or direct an attorney, or one of the parties if both parties are self-represented, to prepare and submit the *Certificate of Dissolution* to the court.

If you are already divorced (*the Judge has already signed your Findings of Fact, Conclusions of Law, Judgment and Decree*, and the court administrator has entered the judgment) and a *Certificate of Dissolution* has not been prepared or previously filed with the court, you may make a written request and the court shall approve the request. The court may require you or your attorney to prepare the *Certificate of Dissolution* and submit the Certificate to the court.

**After the judge has signed the *Certificate of Dissolution*, court administration will fill in the bottom of page 2:**

The date of entry of the Judgment and Decree of the Court referenced above is _____.
_____ Court Administrator
_____ Deputy
Dated: _____

Once the completed *Certificate of Dissolution* has been filed in your case, you may purchase a certified copy or a plain copy from court administration.