

## Instructions for Completing Certificate of Dissolution Form

### Purpose of Certificate of Dissolution

A Certificate of Dissolution signed by a Judge may be used to prove that you are divorced. It also can be used to evidence a name change. You may need evidence of your divorce or name change for filing in the real estate records, for social security, or for other purposes. The document called “Findings of Fact, Conclusions of Law, Order for Judgment, Judgment and Decree” can also be used to prove that you are divorced. The Certificate of Dissolution contains far less personal information, and it is a much shorter document.

The form does not work to transfer title to real estate. An alternate abbreviated decree called “Summary Real Estate Disposition Decree” may be used to evidence an award of real estate between the parties. See Minn. Stat. §518.191.

### How to Fill Out the Certificate of Dissolution Form

- All information on the form is required. The requirements for the form are contained in Minnesota Statute §518.148.
- Use black or dark blue ink, and print neatly or type.
- Get a copy of your “Findings of Fact, Conclusions of Law, Order for Judgment, Judgment and Decree.”
- Copy the case caption (the County, Judicial District, Court File Number and first, middle, and last names of Petitioner and Respondent) from your “Findings of Fact, Conclusions of Law, Order for Judgment, Judgment and Decree.”
- Fill in the Petitioner and Respondent names and prior or other names, exactly as you did in the “Findings of Fact, Conclusions of Law, Order for Judgment, Judgment and Decree.”
- Paragraph #5 asks for the date of your Judgment and Decree. If your divorce is not final yet, leave this blank. If your divorce is final, insert the **date of entry** of the Judgment and Decree. The date of entry is the date the court administrator “entered” your decree and signed it. This may be different from the date the Judge signed the decree. Look for the date of entry on the last page of your decree.
- Paragraph #6. If you or your spouse changed your name as part of the divorce case, check the appropriate box for petitioner or respondent and write in the **new name**, exactly as it appears in the “Findings of Fact, Conclusions of Law, Order for Judgment, Judgment and Decree.”
- List any children you have together.

### How to Get the Certificate of Dissolution Signed by the Judge

If you are not already divorced, attach the completed Certificate of Dissolution to your completed “Findings of Fact, Conclusions of Law, Order for Judgment, Judgment and Decree.” File both documents with the court.

If you are already divorced (the Judge signed your “Findings of Fact, Conclusions of Law, Order for Judgment, Judgment and Decree” and the court administrator has entered the judgment) you may send the completed Certificate of Dissolution directly to the Judge or to the Court Administrator.

### Getting a Copy of the Signed Certificate of Dissolution

The signed Certificate of Dissolution will be filed in your court file. You may request a copy from the court administrator. You may purchase either a certified copy or a plain copy.

Helpful materials may be found at your public county law library. For a directory, see <http://www.lawlibrary.state.mn.us/cllppubdir.rtf> . For more information, contact your court administrator or call the Minnesota State Law Library at 651-296-2775.