

# Report of Dissolution of Marriage or Annulment

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## Notations:

The words “*court*” and “*clerk of the court*” are italicized and boldfaced only for convenience in locating those reference points.

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## THE FORM:

The *clerk of the court* shall prepare a Report of Dissolution of Marriage or Annulment for each dissolution or annulment of marriage granted by any *court* in Iowa. The Report shall be printed on the form prescribed by the state office of vital records using the official registration security paper or archivable paper.

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## FORWARD TO STATE OFFICE:

The *clerk of the court* shall submit the completed and certified report with original signatures to the Iowa vital records office in the clerk’s *weekly* mailing within one month from the date of the dissolution of marriage or annulment.

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## FEE REQUIREMENTS:

No fees are associated with the Report of Dissolution of Marriage or Annulment. This statistical report is required by law to be filed for each dissolution or annulment of marriage granted by any court in Iowa.

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## CLERK TO PETITIONER OR THE PETITIONER’S ATTORNEY:

The *clerk of the court* may prepare the report on the official form based on the petition, OR, instruct the petitioner or the petitioner’s attorney of the requirements, in which case the *clerk of the court* would:

1. Provide an original official form to the petitioner or the petitioner’s attorney handling the dissolution of marriage or annulment. (\*\*\*) See specifications on Page 2)
2. Instruct the petitioner or the petitioner’s attorney of the following:

- Complete all items regarding the parties, the marriage, and the attorney.
  - Type or print all items clearly and avoid using all capital letters, erasures, or correction fluid/tape.
  - Furnish a copy of the petition that was filed with the *clerk of the court* with the completed report form.
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## FOR THE CLERK’S OFFICE:

1. Review the report form to ensure that all items have been properly completed based on the petition to dissolve or annul the marriage.
  2. Complete the certification section according the *court* order for the final decree of dissolution or annulment.
  3. Record the proceedings in the office’s dissolution recordkeeping system (i.e., indexed record book, microfilm, computer, or data processing equipment).
  4. Forward the completed and certified official report *weekly* in the vital records pre-addressed, postage-paid envelope. Or, send by regular mail to the Iowa Department of Public Health; Attn: Bureau of Health Statistics, Divorce Reports; Lucas State Office Building, 1<sup>st</sup> Floor; 321 E. 12<sup>th</sup> Street; Des Moines, Iowa 50319.
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## ERRORS & CORRECTIONS:

### √ EDITING ERRORS.

- After the state vital records office receives the reports the data is entered and validation edits are run to determine if any information is in conflict.

If errors are detected, queries are sent to either the attorney or the *clerk of the court* to correct the data. Responses should be based on the information provided in the court documents and are expected in a timely manner. Those items appearing on the divorce report which are not part of the divorce decree may be corrected by query to the parties to the divorce or their legal representatives.

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## √ EDIT QUERIES TO ATTORNEY.

Based on the validation edits, queries are sent to the attorney named on the report for discrepancies in the data regarding the parties and the marriage.

## √ EDIT QUERIES TO CLERK OF THE COURT.

Based on the validation edits, queries are sent to the *clerk of the court* if no attorney is named on the report or if the discrepancy appears in the clerk's certification section.

## √ EDIT QUERIES TO CLERK OF THE COURT.

To amend a divorce report, the *clerk of the court* must submit a certification to the state vital records office stating in what manner the report should be amended. Those items appearing on the divorce report which are not a part of the divorce decree may be corrected or amended either by query or upon application of the parties to the divorce or their legal representatives.

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## CODE OF IOWA

### **144.37 Dissolution and Annulment Records.**

For each dissolution or annulment of marriage granted by any court in this state, a record shall be prepared by the clerk of court or by the petitioner or the petitioner's legal representative if directed by the clerk and filed by the clerk of court with the state registrar. The information necessary to prepare the report shall be furnished with the petition, to the clerk of court by the petitioner or the petitioner's legal representative, on forms supplied by the state registrar.

The clerk of the district court in each county shall keep a record book for dissolutions. The form of dissolution record books shall be uniform throughout the state. A properly indexed record of dissolutions upon microfilm, electronic computer, or data processing equipment may be kept in lieu of dissolution record books.

## *Specifications Note:*

\*\*\* The *clerk of the court* may provide attorneys (but not other individuals) with either "supplies" of the form or an electronic field-fillable file with instructions for the paper specifications:

1. The form can be copied/printed onto the official registration security paper that is also used by County Recorders for the return of marriage form and by funeral directors for the death certificate form. The form must print on the white side since the *blue* side with the vital statistics seal photocopies "void" across it. This official registration security paper is available either from the state vital records office by ordering on the Clerk of Court Supply Order form, or may be obtained from the County Recorder's office if only a few sheets are needed at a time.

2. The form can be copied/printed onto plain paper that is archivable (i.e., not regular bond paper and not linen or textured). The paper specifications are:

- 8½" x 11"
- 25% cotton rag
- 24-pound stock
- Bright white
- Laser quality
- Acid free

All forms must be legible, clear, crisp, and printed with dark ink (i.e., toner not too low).