

Families in Transition

District Court of Tulsa County

Instruction Packet

GUIDE TO GETTING A DIVORCE, LEGAL SEPARATION, OR PATERNITY DETERMINATION

This guide is for all parties with or without a minor child. *Detailed information on back.*

The person filing for divorce (Petitioner) must serve the other party (Respondent) a copy of the following:

- Summons;
- Petition for Dissolution of Marriage or Legal Separation;
- Notice of Parenting Plan Conference (*only if a minor child is involved*);
- Application for Temporary Order (*only if this was filed*);
- This Instruction Packet.

Ways to serve the Respondent:

- **Certified Mail** sent by the Family Relations Court Clerk – the green card returned by the Post Office must be signed and filed to show proof of service, **or**
- **Sheriff's Department** – the Sheriff's Department will file a return of service, **or**
- **Private Process Server** – the Private Process Server will file a return of service, **or**
- A **Waiver of Service** can be signed by the Respondent and filed – MUST wait 24 hours after the Petition was filed, to file the waiver.

Is there a Minor child involved?

YES

Both parties MUST:

- Exchange the Temporary Order Financial Declaration form (before the Parenting Plan Conference);
- Attend the Parenting Plan Conference;
- Exchange insurance and financial information;
- Attend the "Helping Children Cope with Divorce" seminar (within 45 days of filing the petition).

If both parties AGREE or do not contest:

- The Petitioner may request an Agreed Dissolution/Legal Separation on or after the 91st day of filing the petition.

NO

Both parties MUST:

- Exchange the Temporary Order Financial Declaration form;
- Exchange insurance and financial information.

If both parties AGREE or do not contest:

- If the Respondent does **NOT** file a response within 20 days, the Petitioner may request a Default Dissolution/Legal Separation on or after the 21st day of filing the petition.
- If the Respondent signs a **Waiver of Service**, the Petitioner may request an Agreed Dissolution/Legal Separation on or after the 11th day of filing the waiver.

The following documents are attached to this Instruction Packet:

1. Temporary Order Financial Declaration form;
2. Local Rule DR 5;
3. "Helping Children Cope with Divorce" seminar registration form (*only required if a minor child is involved*).

Information for the Parenting Plan Conference:

1. Only required if a minor child is involved.
2. Located on the 3rd floor in courtroom 379;
3. Starts at 1:30pm (date issued by the Family Relations Court Clerk) - the attorneys are not required to be present at the conference until 2:00pm;
4. If at least one party has an attorney, both parties will meet with that attorney (or both attorneys) at the end of the conference to work out a Temporary Order Agreement;
5. If both parties do not have an attorney, both parties will meet with the Family Resource Coordinator at the end of the conference.

Information if both parties AGREE or do not Contest:

1. The Petitioner MUST wait the appropriate time frame from the time the petition or waiver was filed;
2. The Petitioner can then go to the Family Relations counter on the second floor any day of the week at 12:00pm (noon) and ask for an Agreed or Default Divorce - the Family Relations Court Clerk will direct the Petitioner to the Judge of the week;
3. If parties do not have an attorney, they will meet with the Family Resource Coordinator before they see the Judge:
 - a. The Family Resource Coordinator will assist the Judge, using a check list to sort self-represented litigant paperwork;
 - b. If the paperwork is in order, the parties may see the Judge.
4. The following documentation is required (one original and two copies):
 - a. Dissolution of Marriage (signed by both parties if necessary);
 - b. Bankruptcy paperwork (only if either party filed bankruptcy in the last 6 years) that shows:
 - i. Bankruptcy has been DISCHARGED and;
 - ii. The case is CLOSED (these are two different documents);
 - c. Child Support Computation Sheet (*only required if a minor child is involved*);
 - d. Joint Custody Plan (*only required if a minor child is involved*):
 - i. Only applies to Joint Custody;
 - ii. Must be signed by both parties and signatures notarized.
 - e. "Helping Children Cope with Divorce" certificate of completion (*only required if a minor child is involved*).

The Family Resource Coordinator:

1. Located in Room 357 of the Tulsa County Courthouse and can be reached by calling (918) 596-8741.
2. Available to help self-represented litigants through this process and provide information regarding community resources.
3. **CANNOT provide legal advice. For legal assistance, please contact an attorney.**