CHECKLIST FOR DIVORCE (WITH CHILDREN)

Case # _____ Judge/Comm _____

- ❑ **INITIAL FILING**
  - ❑ **Petition**
  - ❑ **State of Utah – Dept of Health Certificate of Divorce (Vital Statistics Sheet)**
  - ❑ **Filing Fees [ ] Paid in full [ ] Waived/Part Waived (amt. due $_____ [ ] paid $_____)**
  - ❑ **Notice of Disclosure Requirements in Domestic Relations Cases**
  - ❑ **Notice of Education Requirements (Divorce Education & Divorce Orientation)**
  - ❑ **Notice to Dept of Human Services (required if either party receives state cash assistance)**
- ❑ **PARENTING PLAN (ONLY required if joint custody; may be included in the Decree; may NOT be filed as an attachment)**
- ❑ **SERVICE – NOTIFICATION OF OTHER PARTY**
- ❑ **Acceptance of Service OR**
  - ❑ **Summons & Return on Service/Proof of Service by Mail/Proof of Publication (if granted) OR**
  - ❑ **Stipulation, Settlement Agreement   OR   [ ] Stated on the record at court hearing**
- ❑ **30 DAY WAITING PERIOD – ENDS _____ (date) OR**
  - ❑ **Motion to waive waiting period [ ] Order to waive 30 day waiting period signed**
- ❑ **EDUCATION REQUIREMENTS**
  - ❑ **Certificate for Divorce Education Shared Parenting Class [ ] Petitioner [ ] Respondent**
  - ❑ **Certificate for Divorce Orientation Class   [ ] Petitioner [ ] Respondent OR**
  - ❑ **Motion & Order Waiving Education Requirement   [ ] Petitioner [ ] Respondent**
- ❑ **CHILD SUPPORT**
  - ❑ **Income Verification and Compliance with Child Support Guidelines**
  - ❑ **Child Support Worksheet**
  - ❑ **Income Verification (copy of tax returns, W-2, or wage verification)**
    [ ] Petitioner   [ ] Respondent (may be done by Petitioner's affidavit)
  - ❑ **Non-Public Information [ ] Parent Identification [ ] Minors**
- ❑ **MILITARY SERVICE DECLARATION – only required if a default certificate is to be entered.**
  - ❑ **Military Service Declaration   AND**
  - ❑ **Military Order   OR**
  - ❑ **Respondent's Declaration of Military Service**
- ❑ **FINAL PLEADINGS**
  - ❑ **Default Certificate (Not needed if Stipulation or Consent & Waiver is filed, or stipulation stated on the record)**
  - ❑ **Declaration of Jurisdiction & Grounds for Divorce   OR [ ] Sworn and testified to in court**
  - ❑ **Findings of Fact and Conclusions of Law**
  - ❑ **Divorce Decree**