

DEFAULT SCREENING CHECKLIST

(DO NOT FILE THIS FORM)

- 1. **Case Number:** _____
- 2. **Case Type:** Dissolution/Divorce Legal Separation Annulment
 Paternity Grandparents Visitation Other
- 3. **Does your case involve children?** Yes No
If yes, answer A, B and C.
 - A. What type of legal decision-making authority (custody) is requested in the petition? Sole Joint/Shared
 - B. Have you filed your Parent Information/Education Program Certificate? Yes No
 - C. Has the other party filed their Parent Information/Education Program Certificate? Yes No Not Sure
- 4. **Do you need an Interpreter?** Yes No
If Yes, what language and dialect? _____

5. For Divorce, Legal Separation and Annulment matters only:
Is spousal maintenance (alimony) being requested? Yes No

- 6. **Did at least 10 Court business days pass since you filed the Application and Affidavit for Default?** Yes No
(if you answer no, you must wait until the time has passed before scheduling your hearing)

7. Type of Service:

Acceptance of Service
Date Acceptance was signed: _____
 in state out of state

Private Process Server/Sheriff
Date documents were served: _____
 in state out of state

US mail or commercial delivery service
Date confirmation was signed: _____
 in state out of state

Publication
First date of publication: _____

- 8. **Date Application and Affidavit of Default was:** Filed: _____ Mailed: _____
- 9. **Is the other party an active member of the United States Military?** *If yes, you will need to bring a signed and notarized "Service Members Civil Relief Act Waiver" to your hearing.* Yes No

Call the Court to Schedule Your Hearing
8 a.m. to 5 p.m., Monday – Friday
✓ Complete the "Default Screening Checklist" before you call
✓ Write down your court date and hearing time
✓ You will not receive any other notice of your court date and hearing time

MY HEARING IS SET FOR THE FOLLOWING DATE AND TIME:

WHAT TO BRING TO YOUR DEFAULT HEARING

DISSOLUTION/LEGAL SEPARATION/ANNULMENT

- Completed Decree of Dissolution, Legal Separation or Order of Annulment and two (2) copies.
- Completed and *notarized* **Service Members Civil Relief Act Waiver** (if applicable).
- 9X12 envelope addressed to the other party with four (4) standard current postage stamps.

If your case involves minor children you also need:

- Parent Information Certificate if it has not already been filed.
- Signed Parenting Plan and two (2) copies
- Copy of any prior Court Order for Child Support or Paternity.
- Completed Child Support worksheet and two (2) copies.
- Wage information/pay stubs for both parties and other financial information such as childcare costs, medical insurance premiums etc. – **ALSO NEEDED FOR SPOUSAL MAINTENANCE REQUESTS**

PATERNITY

- Completed Order of Paternity and two (2) copies.
- Completed and *notarized* **Service Members Civil Relief Act Waiver** (if applicable).
- Parent Information Certificate if it has not already been filed.
- Signed Parenting Plan and two (2) copies
- Copy of any prior Court Order for Child Support.
- Completed Child Support worksheet and two (2) copies.
- Wage information/pay stubs for both parties and other financial information such as childcare costs, medical insurance premiums etc.
- 9X12 envelope addressed to the other party with four (4) standard current postage stamps.

ESTABLISHMENT OF LEGAL DECISION MAKING (CUSTODY), PARENTING TIME AND SUPPORT

- Completed final Court Order and two (2) copies.
- Completed and *notarized* **Service Members Civil Relief Act waiver** (if applicable).
- Parent Information Certificate if it has not already been filed.
- Signed Parenting Plan and two (2) copies
- Copy of any prior Court Order for Child Support or Paternity.
- Completed Child Support worksheet and two (2) copies.
- Wage information/pay stubs for both parties and other financial information such as childcare costs, medical insurance premiums etc.
- 9X12 envelope addressed to the other party with four (4) standard current postage stamps.

GRANDPARENT VISITATION

- Completed Order for Grandparent Visitation and two (2) copies.
- Completed and *notarized* **Service Members Civil Relief Act waiver** (if applicable).
- Copy of any prior Paternity or Child Support Order that establishes your relationship to the child.
- 9X12 envelopes addressed to the other parties involved in the case with four (4) standard current postage stamps.

Failure to bring the required documents to your hearing will result in your hearing being rescheduled to another day.