

District Court of Tulsa County

Families in Transition Instruction Packet: *Dissolution of Marriage, Legal Separation, or Paternity Determination with minor children.*

This Instruction Packet is for parties with **minor children** involved. Please refer to the back of this sheet for more detailed information.

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

1. Summons;
2. Petition for Dissolution of Marriage or Legal Separation;
3. Notice of Parenting Plan Conference;
4. Application for Temporary Order;
5. 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. The Respondent **MUST** wait 24 hours after the Petition is filed before the waiver can be signed and filed.

Both parties **MUST**:

- Exchange the Temporary Order Financial Declaration form (attached). ***Before the Parenting Plan Conference - please bring this form to the conference;***
- Attend the "Helping Children Cope with Divorce" seminar (registration form attached). ***Preferably before the Parenting Plan Conference;***
- Comply with DR 5 – Discovery (attached);
- Attend the Parenting Plan Conference;
- Show proof of bankruptcy. ***See detailed information on back.***

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.

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;

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;
 - d. Joint Custody Plan:
 - 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.

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.**

IN THE DISTRICT COURT IN AND FOR THE STATE OF OKLAHOMA, COUNTY OF TULSA

_____)
Petitioner,)
and) Case No. _____
) Judge _____
)
Respdent.)

TEMPORARY ORDER FINANCIAL DECLARATION

Name: _____ [] Petitioner [] Respondent
Address: _____
Employer: _____

INCOME:

Salary and wages (please attach copies of pay check stubs for the last 3 months):
If paid weekly multiply by 4.3 to get monthly income; If paid every other week multiply by 2.15.
Pension or retirement:
Social Security:
Disability and unemployment:
Public assistance (monthly payments only):
Support from previous marriage:
Rental income:
Any other sources of regular income (dividends, oil royalties, interest, etc.):

DEDUCTIONS FROM INCOME:

Federal taxes (please attach a copy of the most recent federal tax return):
State taxes:
Social Security:
Other (please specify):

Total Net Income: \$ _____

EXPENSES:

Monthly recurring expenses – list names of all people for whom these expenses are incurred:

Rent or mortgage (list actual expense at time of hearing): _____

Food and household supplies: _____

Utilities (water, electricity, gas: average over last 12 months): _____

Telephone: _____

Laundry and cleaning: _____

Clothing: _____

Medical (only amounts NOT covered by insurance): _____

Dental (only amounts NOT covered by insurance): _____

Insurance (specify type and premiums paid monthly): _____

Child care (state number of children): _____

Payment of alimony or child support (only include if currently paying): _____

Children's school expenses: _____

Entertainment: _____

Auto payment: _____

Auto expense (gas, oil): _____

Installment payments (charge cards, department stores, etc.): _____

Total Expenses: \$ _____

Total Net Income: \$ _____

– Total Expenses: \$ _____

Balance: \$ _____

Known expenses coming due in the next 90 days (insurance, car tags, demand notes, taxes, etc.)

**ATTACH COPIES OF PAY CHECK STUBS FOR THE LAST 3 MONTHS
AND A COPY OF THE MOST RECENT FEDERAL TAX RETURN.**

RULE DR 5. Discovery

1. Within twenty (20) days of the date of service of summons or no later than 24 hours before the Parenting Plan Conference, both parties shall exchange copies of the following documents:
 - a. An accurate and provable statement of the parties' gross monthly income received from all sources within (90) days prior to the date of service;
 - b. An accurate and provable statement of monthly employment-related child care expenses;
 - c. Evidence of medical insurance coverage and premium cost;
 - d. An accurate and provable list of monthly living expense.

2. No later than 48 hours before a Temporary Order Hearing both parties shall exchange copies of the following documents:
 - a. An accurate and provable statement of the parties' gross monthly income received from all sources within (90) days prior to the date of the temporary order hearing;
 - b. Complete tax returns for three (3) years prior to the date of the temporary order hearing;
 - c. An accurate and provable statement of monthly employment-related child care expenses for 90 days prior to the temporary order hearing
 - d. Evidence of medical insurance coverage and premium cost;
 - e. An accurate and provable list of all marital debts, stating the purpose of the debt and the amount of monthly payments for all existing debts and obligations; and
 - f. An accurate and provable list of monthly living expense.

3. All additional discovery shall be commenced within forty-five (45) days of the date of service of summons or notice of hearing, absent agreement of the parties or an order of the Court.

Helping Children Cope with Divorce

Or When Parents Live Apart

The **Helping Children Cope** seminar is required for parties involved in any lawsuit or paternity case involving custody, visitation or support of a minor child in these nine counties:

Tulsa, Rogers, Wagoner, Mayes, Pawnee, Washington, Osage, Nowata and Craig.

Helping Children Cope with Divorce or When Parents Live Apart

Relationships may end . . . parenting continues.

Helping Children Cope with Divorce teaches parents effective parenting during times of transition; how to best lead their families to positive outcomes and how to shift their focus from the personal aspects of adult relationships ending, to the needs of their children.

Change is hard on kids. We can help make it easier.

This four-hour seminar educates and informs parents about the critical role they play in their child's ability to adjust to changes in family structure.

Participants will learn:

- How to develop a co-parenting relationship.
- How to facilitate visitation.
- Conflict management.
- Effective parenting.
- How to assess if your child is having trouble.
- Financial obligations of child-rearing.
- How to help children adjust to changes in family structure.
- Typical reactions to divorce and change by developmental age.
- How to talk to your kids about divorce and relationships ending.

Registration Information

- Pre-register by mail, online, or in person.
- Payment must accompany registration. Payment may be made by money order, cashier's check or debit or credit card. **Do not mail cash.**
- Pre-registration deadline is three business days before scheduled seminar dates. Registration may close earlier if seminar is full. Parties who wish to attend a seminar after the registration deadline may register at the door, space permitting.
- Only on-line registrations receive a confirmation.
- On-site registration is available the day of the seminar. There is an additional fee for on-site registration.

What Else Do I Need To Know?

- **Do not bring children to the program.** This is a program for adults only.
- Plan to attend the seminar you have scheduled.
- If you fail to attend your scheduled seminar date, a rescheduling fee of \$20.00 will be charged.
- Arrive at least 30 minutes early to check in with the registrar to receive credit for your attendance.
- Credit is not given to late arrivals. You will be asked to reschedule. **No exceptions.**
- Interpreter services for hearing-impaired are available by prior arrangement.
- Participants receive a Certificate of Completion at the end of the seminar.
- The court is notified of your attendance **only** if you have provided your court case number and the name of the county in which your motion is filed.
- You may request that another person not attend the same seminar as you. **Please notify us if your request involves a Protective Order.** If you do not attend your scheduled seminar, this request cannot be honored without prior notice.
- If you fail to attend your scheduled seminar date, a rescheduling fee of \$20.00 will be charged.
- Early registration is encouraged. Classes fill quickly.

Fee Schedule

- Refund requests must be made in writing and received prior to the scheduled seminar date.
- If you fail to attend your scheduled seminar date, a rescheduling fee of \$20.00 will be charged.

Tulsa Seminars and Broken Arrow Seminars

\$55 per person on-site registration

\$45 per person with pre-registration

Other Fees

- Returned Check Fee \$25.00
- (Court is notified of non-payment)**
- Replacement Certificate \$10.00
- Refund Processing Fee \$ 5.00
- Rescheduling Fee \$20.00

Need more information?
For information about current seminar dates, times and locations,
call the **Helping Children Cope with Divorce Information Line**
918-560-0444

Registration Locations

- F&CS Central Office, 650 S. Peoria Ave.
- Tulsa County Courthouse, Room 357

- or -

Complete and mail the registration form with fee to:

**Helping Children Cope with Divorce
Family & Children's Services
650 S. Peoria, Tulsa, OK 74120**

- or -

Register on our website with a debit or credit card:

www.fcsok.org

Seminar Locations

- **Tulsa**

Family & Children's Services/Central Office
650 S. Peoria Ave. (Use West entrance)

- **Bartlesville**

Bartlesville Community Center
300 SE Adams

- **Broken Arrow**

Tulsa Technology Center/Broken Arrow Campus
4600 S. Olive (129th E. Ave. & 111th St. S.)

- **Claremore**

North Park Trinity Baptist Church
2999 N. Sioux (off Highway 66, east on Stuart Roosa Blvd.,
turn north on Sioux)

January – July 2010			
Location	Day	Date	Time
Tulsa	Saturday	Jan 9	9 am – 1 pm
Tulsa	Saturday	Jan 23	9 am – 1 pm
Tulsa	Saturday	Feb 6	9 am – 1 pm
Bartlesville	Saturday	Feb 13	9 am – 1 pm
Broken Arrow	Thursday	Feb 18	4:30 – 8:30 pm
Tulsa	Saturday	March 5	9 am – 1 pm
Tulsa	Saturday	March 13	9 am – 1 pm
Broken Arrow	Thursday	March 25	4:30 – 8:30 pm
Tulsa	Saturday	April 3	9 am – 1 pm
Tulsa	Saturday	April 10	9 am – 1 pm
Broken Arrow	Thursday	April 22	4:30 – 8:30 pm
Tulsa	Saturday	May 1	9 am – 1 pm
Claremore	Saturday	May 8	9 am – 1 pm
Tulsa	Saturday	May 15	9 am – 1 pm
Tulsa	Saturday	June 5	9 am – 1 pm
Broken Arrow	Thursday	June 24	4:30 – 8:30 pm

To pre-register, return the registration form with
registration fee (\$45 per person) to:

**Helping Children Cope with Divorce
Family & Children's Services
650 S. Peoria Ave.
Tulsa, OK 74120**

PRE-REGISTRATION FORM

Please type or print your name as it appears on your court documents.

Name _____

Address _____

City/State/Zip _____

Phone _____ Work _____

Date Attending _____

Method of payment:

Amount enclosed _____

Money Order

Credit Card Exp. Date _____

Credit Card # _____

Signature _____

Court Case # _____

County Filed In _____

Petitioner _____

Respondent _____

Payment must accompany registration. Payment may be made by
money order, cashier's check or credit card. **Do not mail cash.**

You may request that another person not attend the same seminar as you. The first
person to pre-register and pre-pay will secure the requested seminar date. If the
person named below chooses the same date, the person will be notified that he/she
must reschedule. **Please notify us if your request involves a Protective
Order.** If you do not attend your scheduled seminar, this request cannot be honored
without notice of rescheduling.

I do not want to attend the same seminar as the person listed below.

Name _____