

PROCURATORS CHECKLIST

As a procurator, it is your responsibility to submit all necessary documents. The following is a checklist to this end:

- _____ The Petition signed in appropriate places by the Petitioner and Procurator
- _____ The Petitioner's testimony must be in "first person" form with every page initialed and the last page signed and dated
 - Make sure they answer all the questions on the questionnaire giving lots of details and examples
 - Go over their testimony with them, if you see anything that you feel needs to be expanded on please ask questions that will help them to give more details
- _____ The Respondent contact information; Church law requires that we **must** make every effort to contact the respondent
 - If an address cannot be acquired then an explanation must be provided to the Tribunal as to why that is so and what steps were taken to locate the Petitioner's former spouse.
 - The Tribunal will cite the Respondent directly regarding this process so no contact is necessary between the Petitioner and the Respondent
 - If for some very serious reason, the Respondent should not be contacted attach a separate letter explaining this situation.
- _____ Correct addresses for the witnesses, proper title noted, i.e., Mr., Ms. No children of the parties are to be witnesses
 - It is essential that 3-4 witnesses be provided. Witnesses are persons who knew the spouses during their courtship and marriage and thus may be able to offer insights as to why a given marriage has failed. Witnesses may include parents, relatives, or close friends of the couple. The party submitting the witnesses' names should notify them that they will be contacted by the tribunal.

You should also submit the following documents:

- _____ A copy of the marriage license
- _____ A complete copy of the divorce decree or its equivalent
- _____ If the Petitioner is Catholic, a recent (issued within the last 6 months) baptismal certificate or if a convert, a profession of faith certificate with all notations
- _____ Complete the Procurator/Advocate's comments, assessing the Petitioner's circumstances, character, and credibility. Your observations and evaluations assist the Court in understanding the context of the information provided.

Remember: If the Petitioner or Respondent changes addresses during the time of the proceedings, it is important that you inform the Tribunal of this.

The forms are now available online: saginaw.org/tribunal and scroll down to printable forms