

Divorce Application Checklist

Important!

This checklist is to help you ensure the information you have provided is correct. Please complete the checklist and send to the Divorce centre with your application. The final column of the checklist is for court use only.

	Yes	No	N/A	For Court Use Only (Where a box is ticked 'No' or a box is ticked incorrectly please take the action below)
Essential Check				
Have you enclosed sufficient copies of your application? – you need to send the petition with two copies plus additional copies for service on any co-respondent(s)	<input type="checkbox"/>	<input type="checkbox"/>	---	
Issue Fee				
Have you enclosed the court fee (or a fee remission form)?	<input type="checkbox"/>	<input type="checkbox"/>	---	Return requesting court fee
Part 2 – Party Details				
Have you enclosed the original or a certified copy of your marriage certificate?	<input type="checkbox"/>	<input type="checkbox"/>	---	Return requesting marriage certificate and/or certified translation
Foreign marriage certificate? Have you enclosed a translation certified by a notary public or supported by a statement of truth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you inserted the details of the marriage? Does your name and the name of the respondent match exactly as what is stated on the marriage certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you inserted the correct place of marriage and date? It should be the same as stated on the marriage certificate	<input type="checkbox"/>	<input type="checkbox"/>	---	
Part 3 – Jurisdiction				
Have you confirmed jurisdiction by ticking one of the boxes in Part 3?	<input type="checkbox"/>	<input type="checkbox"/>	---	
Part 5 – The Fact(s)				
Has 1 year elapsed since the date of your marriage?	<input type="checkbox"/>	<input type="checkbox"/>	---	
Have you ticked one of the first 3 boxes?	<input type="checkbox"/>	<input type="checkbox"/>	---	Return for correction
Have you ticked one of the last 5 boxes?	<input type="checkbox"/>	<input type="checkbox"/>	---	
Part 6 – Statement of Case				
Have you provided details of the facts of your case?	<input type="checkbox"/>	<input type="checkbox"/>	---	
Have you included the dates of the conduct/separation in the case detail?	<input type="checkbox"/>	<input type="checkbox"/>	---	
Part 9 – Service Details				
Have you provided the respondent's address for service?	<input type="checkbox"/>	<input type="checkbox"/>	---	
If there is a co-respondent have you provided their address for service?	<input type="checkbox"/>	<input type="checkbox"/>	---	
Part 10 – Prayer				
Have you signed and dated the petition?	<input type="checkbox"/>	<input type="checkbox"/>	---	Return for signature and/or date
Certificate of Reconciliation				
Are you issuing the application yourself...?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Return to petitioner for correction if 'Yes' is not ticked in either box
If 'No' is a Certificate of reconciliation enclosed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	