

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
- _____ The Respondent contact information; if for some very serious reason, the Respondent should not be contacted or his/her whereabouts is unknown, attach a separate letter explaining this situation
- _____ Correct addresses for the witnesses, proper title noted, i.e., Mr., Ms. And be certain that the Petitioner has informed the witnesses that the Tribunal will be contacting them. No children of the parties are to be witnesses

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
- _____ Procurator's comments on a separate sheet addressing your assessment of the marriage (but don't repeat the facts of the case) and how you judge the Petitioner's character, honesty and veracity.

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 on line: www.saginaw.org/diocenter/tribunal/