

## Checklist for divorce applicants and petitioners

This checklist will help you make sure your divorce documents are in the correct format and free of errors. You should speak with a lawyer for advice and to have your documents reviewed to make sure they are correct. To find ways to get legal advice – including free and low-cost services – visit <http://www.nsfamilylaw.ca/services/getting-legal-advice-finding-lawyer>

- My documents are:
  - typed (note: some supporting documents may be handwritten)
  - single-sided
  - printed on letter-sized paper (8.5"x11")
  - printed on plain, white, unlined paper
  
- I have proofread my documents for:
  - typos
  - proper spacing
  - consistent font style and size
  - proper paragraph numbering
  - making sure the issues addressed in the Corollary Relief Order match what was checked off on the Application or Petition for Divorce
  
- The information in my documents is consistent, including all references to:
  - the date of marriage
  - the date of separation
  - last names
  - income amounts
  
- Do we have a previous separation agreement and/or court order(s)? If yes:
  - the agreement/order(s) are referred to in the divorce documents
  - the main parts of the agreement/orders are repeated in the divorce documents
  - updated information is provided where needed
  - the agreement/orders are attached to the divorce documents
  
- Do we have 'children of the marriage'? If yes:
  - parenting arrangements are addressed in the divorce documents
  - child support has been addressed in the divorce documents
  - a Statement of Income from one or both parties has been filed
  - the Statement(s) of Income filed have tax disclosure and proof of current income attached to them
  
- I am filing a Petition for Divorce or Application for Divorce by Written Agreement, and:
  - My spouse must be personally served with the divorce documents within 6 months of having them issued by the court
  - I have a plan for getting my spouse served
  - I cannot perform the service myself
  
- Further:
  - It is my responsibility to inform the court if my contact information changes
  - If my documents have been prepared incorrectly, I may be asked to fix them, and this may delay the process
  - The court cannot guarantee how long it will take to finalize my divorce
  - I should not plan to get remarried until I have received my Certificate of Divorce from the court