

DOMESTIC PROCEDURES

NAME OF CLIENT: _____ Petitioner ____ Respondent ____

Assigned to: _____ DVO date _____ Expires _____

____ 1. Open up file changing H in KEMPS to an S case and making individual folders for Correspondence, Pleadings, Discovery, Notes, Parenting Plan and place in a brown accordion file folder within 5 days of receipt.

____ 2. Tickle KEMPS and attorney's calendar for DVO expiration date

____ 3. Type Petition for divorce attaching: Financial Affidavit, Verification, Affidavit of Non-Resident (if applicable), Income Withholding Form, Summons, Certificate of Publication (if applicable), **and once they are approved and signed by attorney, client needs to come in and sign them. Please check and make sure a Statement of Fact has been signed by the client.**

4. When client comes in to sign and verify Petition, finalize financials and draft parenting plan.

____ 5. File Petition in Circuit Court.

____ 6. Tickle this case to check on service of Petition on respondent in 15 days AFTER FILING. Get civil action number and send Statement of Fact and Case Information Disclosure Form to Kerry in Charleston office at this time.

____ 7. Send client a letter explaining how to extend the DVO and enclose a copy of the divorce Complaint within 5 days of #6 or sooner if the DVO expires sooner. (Always tickle this to make sure it is done.) **Also, Send client a Children's First Program letter which encloses a copy of divorce Complaint which encloses the brochure explaining the program at this same time.**

____ 9. 30 days from service stated on #5, check for Answer and/or Counterclaim. Meet with attorney to discuss further actions and course to take with due dates.

____ 10. After final hearing, instructions from attorney and due date.

____ 11. Closing letter to client enclosing final divorce order.