



STEPHANIE SHANNON
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Divorce Process Checklist

- Initiating Paperwork**
 - Petition for Dissolution/Legal Separation
 - Case Information Sheet
 - Summons

- Service**
 - Waiver of Service
OR
 - Service

- Initial Status Conference**
 - Receive deadlines for financial disclosures – may also be able to schedule Mediation or Temporary Orders Hearing

- Financial Forms**
 - Sworn Financial Statement
 - Mandatory Disclosures
 - o Tax Returns (most recent three (3) years)
 - o Bank Statements (any account your name is on – last three (3) months of statements)
 - o Proof of Income (typically pay stubs – last three (3) months of pay stubs)
 - o Credit Card Statements (last three (3) months)
 - o Business Information (applies if you own a business)
 - Profit and Loss Statement
 - Tax Returns
 - Bank Statements
 - Credit Card Statements



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- Parenting Class** (if there are minor children under 18 between the parties divorcing/separating)

- Temporary Orders**
 - These are to act as a band-aid and address issues that cannot wait until Final Orders. These include temporary maintenance, child support, parenting time, payment of bills and/or use and possession of the marital home.
 - The Temporary Order will remain in place until a further order of the Court, usually the Final Order.
 - Before the hearing, you will need to file:
 - o A list of witnesses you plan to call (if any)
 - o A list of exhibits you plan to present (you will need to exchange the exhibits with each other as well)
 - o You should receive an order that gives you the exact deadline, but typically you will need to disclose the witnesses and exhibits at least 7-14 days before the hearing

- Mediation** (required if the parties have not yet reached a full agreement)

- Final Orders**
 - This is where the judge will issue the Final Order dividing property and deciding parental responsibilities (if there are minor children) and decree of dissolution or legal separation.
 - Prior to the Final Orders Hearing, you will need to do the following:
 - o Witness list (63 days before the hearing unless otherwise ordered) ...*continued next page...*

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- Trial Management Certificate – on this document, you will:
 - State your position on the contested issues as well as any issues both parties agree on
 - List your proposed exhibits
 - Final witness list

- Whether your Final Order is from the judge after a contested hearing or a full agreement that you both agreed on, you will likely need to complete a number of tasks including:
 - Close out any needed bank accounts and/or remove the party's name
 - Sign over any vehicle titles to the other party
 - Sign quit claim deed for real property
 - If child support is ordered and paid through the Family Support Registry – create an FSR account once you receive your account postcard in the mail
 - Order dividing retirement accounts (this can include a 401k, military retirement, civilian or military TSP, PERA, FERS)

This checklist is meant to give a general overview of the divorce process. Not all the steps may apply to your case. This also does not go into detail about the factors the court may consider in making decisions about substantive issues like parental responsibilities, division of property, child support or spousal maintenance. These issues, and what steps may apply to your case, depend on the specific circumstances of your case. If you have questions about the overall process or how substantive issues are decided, feel free to reach out to me using my contact information found below.

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