

**DIVORCE ACTION CHECKLIST**

INSTRUCTIONS:

- A. Insert in all divorce and separation files. Keep loose as top item in file.
- B. Refer to Action Checklist Instructions for instructions on completing each step.
- C. Enter follow-up dates and date each step when completed.
- D. Responsible party abbreviations: A = Attorney; LA = Secretary/Legal Assistant

NO.	BY	ACTION	DIARY	DONE
1	LA	DIVORCE INFORMATION PAMPHLET TO CLIENT	_____	_____
2	A	CLIENT INTERVIEW (MIL & DL-1)	_____	_____
3	LA	OPEN FILE & PREPARE PLEADINGS (DF-2 / DF-8)	_____	_____
4	A	REVIEW & SIGN PLEADINGS	_____	_____
5	LA	VERIFICATION/ AFFIDAVIT SIGNED BY CLIENT (DF-3/4)	_____	_____
6	LA	FILE SUIT (DL-2A)	_____	_____
7	LA	CONFIRM FILING & RULE DATE	_____	_____
8	LA	NOTICE TO CLIENT (DL-2) & TICKLER RULE DATE	_____	_____
9	LA	CHECK SERVICE	_____	_____
10	LA	PREPARE FOR RULE	_____	_____
11	A	RULE HEARING	_____	_____
12	LA	TICKLER FOR PRELIMINARY DEFAULT	_____	_____
13	LA	MOTION FOR PRELIMINARY DEFAULT (DF-9/9A)	_____	_____
14	LA	SET COURT APPEARANCE DATE (DL-2A)	_____	_____
15	LA	AFFIDAVIT & JUDGMENT PREPARED (DF10 -11)	_____	_____
16	A	CONFIRM DEFAULT	_____	_____
17	LA	NOTICE OF JUDGMENT	_____	_____
18	LA	DIVORCE REMINDER	_____	_____
19	LA	BILL FILE	_____	_____
20	LA	CLOSE FILE	_____	_____

NOTES & TO DO

DATE	ACTION	DATE DONE
_____	_____	_____

## **DIVORCE ACTION CHECKLIST INSTRUCTIONS**

1. Keep a copy of instructions in file with Action Checklist as guide for each step.
2. After completing a step, proceed to next step unless instructed otherwise.
3. Make pencil notations on Checklist or Instructions of any questions or modifications.

STEP NO.	DONE BY	INSTRUCTION
1.		<u>Divorce Information Pamphlet</u>  Use an information pamphlet to inform client of general rights and duties in marital matters prior to the attorney interview.
1.1	LA	If the client calls for an appointment, the LA should get the client's name, address and phone no. and if there is sufficient time before the appointment date, mail the Divorce Information Pamphlet.
1.2	LA	Otherwise, give the Pamphlet to the client upon arrival in the office to read in the waiting room before the interview.
2.		<u>Client Interview</u>  Either the Attorney or the Legal Assistant can conduct the initial interview.
2.1	A	Master Information List (MIL) - Complete and fill in all information required by particular case.
2.2	A	Financial Information Sheet - Complete in cases involving alimony, child support or community property.
2.3	A	Income and Expense List (DF1) - In alimony or child support cases give it to client to complete and return to office for review and copying prior to the rule date.
3.		<u>Open File and Prepare Pleadings</u>  LA Follow Master Information List (MIL) and complete the Divorce Forms DF2-8, as required.
3.1	LA	DF3 Verification - Add to petition in all injunction and adultery cases.
3.2	LA	DF4 Affidavit - Prepare in Irreconcilable Differences Separation cases. Make two, one for husband and one for wife.
3.3	LA	Rule date - In Orleans Parish, you may select a rule date by calling court clerk in Division to which case is allotted for available dates and then checking attorney's diary. Insert date selected in Order. In other Parishes, the court fixes rule date.
4.		<u>Review and Sign</u>  A Attorney should review the finished pleadings for completeness and correctness and then sign.

**Work Flow Diagram**

**SECRETARY**

Prepare Master  
Index Cards

Prepare Initial Documents  
or Diary

Open File

Info File to Client

Distribute Index Cards

Diary Tickler Cards  
Prescription Cards

Complete Action  
in file (Copy, Mail, WP)

Return To

Return to Atty

Diary

Enter New Files for wk/mo? in  
1. Client List ML

**ATTORNEY**

Interview Client &  
Complete New Case Memo