

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**

STEP 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 / AFFADAVIT 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	AFFADAVIT & 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	DONE	INSTRUCTION
<u>NO.</u>	<u>BY</u>	

1. Divorce Information Pamphlet - 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 legal assistant should get the client's name, address and phone number and if there is sufficient time before the appointment date, mail the <i>Divorce Information Pamphlet</i> .
1.2	LA	Otherwise, give the <i>Divorce Information Pamphlet</i> to the client upon arrival in the office to read in the waiting room before the interview.

2. Client Interview - 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 (DFI) – In alimony or child support cases give DFI to client to complete and return to office for review and copy prior to the rule date.

3. Opening File and Prepare Pleadings - 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 Separation cases. Make two (2) – 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. Review and Sign - 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)

Diary

Enter New Files for week/month in
1. Client List ML

ATTORNEY

Interview Client &
Complete New Case Memo

Return to Attorney