

DEFAULT DECREE CHECKLIST

(To determine if you are ready for Step 4 – Default Decree)

(Do not file this form)

1. **Case Number:** _____
2. **Case Type:** Dissolution/Divorce Legal Separation Annulment
 Paternity Grandparent Visit Other
3. **Does your case involve children?** Yes No
A. Have you filed your Parent Information Program Certificate? Yes No
B. Have you completed a Child Support Worksheet? Yes No
4. **Do you need an Interpreter?** Yes No
If Yes, what language and dialect? _____
5. **For Divorce, Legal Separation and Annulment matters only:**
Is spousal maintenance (alimony) being requested? Yes No
6. **Did at least 10 Court business days pass since you filed the Application and Affidavit for Default?** (if you answer no, you must wait until the time has passed before going to Step 4) Yes No
7. **Type of Service:**
- | | |
|---|--|
| <input type="checkbox"/> Acceptance of Service
Date filed: _____
<input type="checkbox"/> in state <input type="checkbox"/> out of state | <input type="checkbox"/> Private Process Server/Sheriff
Date documents served: _____
<input type="checkbox"/> in state <input type="checkbox"/> out of state |
| <input type="checkbox"/> US mail or delivery service
Date signed: _____
<input type="checkbox"/> in state <input type="checkbox"/> out of state | <input type="checkbox"/> Publication
First date of publication: _____
<input type="checkbox"/> in state <input type="checkbox"/> out of state |
8. **Date Application and Affidavit of Default was:** Filed: _____ Mailed: _____
9. **Is the other party an active member of the United States Military?** If yes, you will need to bring a signed and notarized **“Service Members Civil Relief Act Waiver”** to your hearing. Yes No
10. To schedule a hearing, call 602 372-3332 Court Date: _____ Court Time: _____
(Write down your court date and time. You will not receive any other notice of the date/time.)
Complete decree forms that are part of the **Step 4 default process**

DO NOT BRING CHILDREN TO COURT

To proceed by motion and no hearing, complete the motion and all decree forms that are part of the **Step 4 default process**.