

## Telephone Triage Checklist – Family Law

### Incoming Call: “I need help with my divorce.”

Example #2 – Dissolution without children

**Staff: Are there children from this marriage?**

Caller: No.

**Staff: Do you want to file for a divorce or a legal separation?**

Caller: Divorce.

**Staff: Will you be requesting spousal support?**

Caller: No. (If “Yes”, does and the caller want spousal support ordered prior to judgment, they may want to file an Order to Show Cause.)

**Staff: Do you or the other party own any real property, community or separate?**

Caller: Yes. (If “No”, see checklist for Summary Dissolution, Example #3.)

**Staff: Are you going to be requesting a division of any assets and/or debts?**

Caller: Yes.

**Staff: Inform the caller that they will need to bring a list of property, assets and debts. They will also need to bring income information, such as three most recent pay stubs.**

**Staff: Inform the caller that the divorce process is not a one time filing process. This workshop is to prepare the initial filing to acquire a jurisdiction date. Additional forms will need to be submitted to the Court and then a final judgment. The divorce will not be final until 6 months and 1 day from date of service of summons (jurisdiction date) at the soonest and the process could take longer depending on the issues that may need to be addressed in the case.**

***Workshop: Dissolution I without children – to file for a divorce or legal separation***

Example # 3 – Summary Dissolution

**Staff: Are there children from this marriage?**

Caller: No.

**Staff: How long have you been married?**

Caller: Less than 5 years.

**Staff: Do you want to file for a divorce or a legal separation?**

Caller: Divorce.

**Staff: Do you or the other party own any real property, community or separate?**

Caller: No. (If the caller states that one party does own real property, they could not Proceed with a summary dissolution.)

**Staff: Do you and the other party have assets less than \$32,000 and debts less than \$4000?**

Caller: Yes.

**Staff: Does the other party agree to the divorce?**

Caller: Yes.

**Staff: Inform the caller that they meet the requirements to file a Summary Dissolution. Explain that this is less difficult process, with fewer forms to complete.**

***Workshop: Dissolution I without children – to file for a divorce***