



## FORMAL CASE CHECKLIST

**Please be sure to include the following documents and mail them to the Tribunal including a copy of this checklist.**

- The Petition, which should have been completed and which states the reasons for the alleged nullity of the marriage and the names of the witnesses.
- The Petitioner's Narrative to the Marriage Annulment Questionnaire.
- The Parties' Information Form completed.
- Witness Names and Information Form with complete, current mailing addresses for the witnesses.
- Counselor/Therapist Release Form signed by the petitioner. If there is more than one counselor, use a separate form for each.
- The Agreement of Understanding signed by the petitioner and the procurator.
- The Procurator's Mandate.
- For *Catholics*, a Baptismal certificate *with notations* issued within six months or a document indicating Reception into Full Communion, provided it indicates a date and place of baptism.
- For other *Christians*, a clear statement of the date and church of baptism. A photocopy of a baptismal record is appreciated.
- An original or a certified (or notarized) copy of the civil marriage certificate or license.
- An original or a certified (or notarized) copy of the ecclesiastical marriage certificate.
- An original or a certified (or notarized) copy of the *final* decree of divorce with a judge's signature on it. (Bills of Complaint or Property Settlements do *not* suffice).
- Photocopy of the prenuptial file if wedding took place at your parish.
- The Archdiocese of New Orleans does not charge fees for the processing of petitions for the declaration of nullity of marriages. However, if a Party wishes to make a freewill donation, a check can be made payable to the Archdiocese of New Orleans and enclosed among the documents to be sent to the Tribunal.

\_\_\_\_\_  
Procurator

\_\_\_\_\_  
Date