Packet 2

Divorce
(With Minor Children)

Forms and Procedures

For Wyoming

DEFENDANT

2014

Published by
Wyoming Supreme Court
2301 Capitol Avenue
Supreme Court Building
Cheyenne, WY 82002

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*All underlined forms are required in a divorce with children action where the parties agree on all of the issues. The rest of the documents required to be filed with the Clerk to complete the divorce action are contained in the Plaintiff's Packet. It is recommended that you work with the Plaintiff to ensure all necessary forms are filled out correctly and completely. **You will also need to sign the *Decree of Divorce* that is contained in the Plaintiff's Packet before your divorce can be completed if you agree on all of the issues.**
**Other forms may be required by your Court.

OVERVIEW

People who appear for themselves without an attorney are considered to be "self-represented" and are also known as "pro se" litigants. This packet is often referred to as the **"pro se divorce packet."** These packets work best when parties are able to agree and become more difficult when there are children, disagreements about property, financial interests, violence, harassment or coercion. Many areas of family law are very complicated, and some courts in the State of Wyoming require certain things that others courts do not. Therefore, it is not possible to include all legal solutions available to people in a divorce action in a single packet. **Again, this packet will be most useful for people involved in an uncontested divorce (i.e., you both agree on all matters)**. There are other types of actions available, including temporary orders on child custody, support, alimony and restraining orders that are not included in this packet and might be easier to obtain with an attorney. These forms have been created to benefit the majority of people who represent themselves while also understanding that people with complex or emergency circumstances may continue to find themselves better served by getting an attorney. We hope you find this packet and the resources that it contains helpful.

DOMESTIC/FAMILY VIOLENCE:

If you or your children have been a victim of family (domestic) violence, it is recommended that you find an attorney to help you. There may be assistance available even if you cannot afford an attorney. Contact the Wyoming Coalition Against Domestic Violence & Sexual Assault (1-307-755-0992), Legal Aid of Wyoming (1-877-432-9955) or the Wyoming State Bar (1-307-632-9061) www.wyomingbar.org. If you have concerns about confidential information such as addresses and/or social security numbers, please consult an attorney and do not attempt to do this on your own. You should also know that Protection Orders and Stalking Orders are available free of charge at the circuit court clerk's office. Please call the Wyoming Coalition Against Domestic Violence & Sexual Assault for assistance in obtaining domestic violence protection or stalking orders (1-307-755-0992). If you have ever obtained a protection order involving your spouse, you should include this information in the *Complaint for Divorce* or *Counterclaim* under the "Other Proceedings" section.

- This information packet is intended to provide general information to obtain a divorce.
- There is no guarantee these forms are still accurate and/or current. The information in this packet is not intended to replace an attorney.
- If you represent yourself, YOU PROCEED AT YOUR OWN RISK. You must decide which forms apply to your situation.
- DO NOT USE all forms, as some forms may not apply.
- Fill out the necessary forms completely and correctly.

Print or type all of the documents. **DO NOT SIGN YOUR NAME WHERE THE JUDGE OR CLERK SHOULD SIGN.**

LAWS: All laws and rules that apply to attorneys apply to you. It is your responsibility to properly prepare and file the necessary documents. **The Judge will not sign orders that are incorrect or incomplete, nor will the Judge give you legal advice or make corrections for you.**

You should read Title 20 of the Wyoming Statutes (the divorce laws), and you should also read the Wyoming Rules of Civil Procedure. Most of the District Courts in the State of Wyoming have a courthouse library or county library where these laws and rules can be read. You may also look up these laws and rules on the internet at: www.courts.state.wy.us and clicking on "law library." Some courts have special forms they want you to use in addition to the forms contained in this packet. Check with the clerk before you file your documents.

Clerks May Not Help You Fill Out the Forms. Unless your county has a court facilitator, employees in the Clerk of District Court's office and in the Judge's office cannot help you or give you legal advice.

The Judge Cannot Talk to You, Answer Your Questions or Assist You. **Ex parte** communication is communication with the Judge with only one party present. If you have something you need to tell the Judge, you must ask for a **hearing** and give **notice** to the other party or file a written statement in the Court file and send a copy of the written statement to the other party.

Situations that Need an Attorney. Federal law may impact the division of retirement benefits, employer-provided health insurance, or other benefits which arise out of the employment of either party, and your settlement terms may not be honored by the employer or the plan administrator of the employee benefits plan if your divorce decree is not properly completed or if a "qualified domestic relations order" (QDRO) is required. In addition, in the division of retirement benefits, there may be tax consequences which you may not anticipate. If your divorce involves issues like these, see an attorney to discuss tax consequences or the terms of a QDRO, or, if dealing with insurance issues, a "qualified medical child support order."

In addition to the above situations, you should consult an attorney if:

- You are a victim of domestic/family violence
- The other party hires an attorney
- You or the other party are contemplating filing bankruptcy
- You or the other party expect to receive money because of a personal injury
- You or the other party own a business
- You or the other party have significant assets or debts
- You or the other party own real estate

Truthfulness. It is absolutely essential that you be completely honest and accurate in completing all forms. There are penalties for attempting to mislead the Court.

You should read Wyoming Rules of Civil Procedure, Rule 11 (representations to the court) and Wyoming Statute § 6-5-301 (perjury).

Unauthorized Practice of Law Notice. The purpose of this packet is to assist those persons who are doing their own divorce. It may be an unauthorized practice of law for a person who is not a licensed attorney to assist others in obtaining a divorce. Such practice could subject a guilty party to punishment for contempt of court.

You are reminded that if you choose to continue without an attorney, you are expected to know what to do and how to do it. The Wyoming Supreme Court has said: "A *pro se* litigant (one without an attorney) will be granted no greater right than any other litigant and he must expect and receive…the same treatment as if represented by an attorney…" **In other words, if you do not have an attorney you will be held to the same standards as a person with an attorney.**

FAMILY LAW INFORMATION AND INSTRUCTIONS

CONFIDENTIALITY: If you have concerns about keeping information confidential, such as your address and/or social security number, please consult an attorney. You should also know that Domestic Violence Protection Orders or Stalking Orders are available free of charge at the circuit court clerks' offices. You may request assistance in obtaining Domestic Violence Protection or Stalking Orders from your local domestic violence or sexual assault program or you may call the Wyoming Coalition Against Domestic Violence & Sexual Assault (1-307-755-0992). There are also private attorneys who may be willing to assist clients in these matters. If you have ever obtained a Protection Order against the other party, this information should be indicated in the ***Complaint for Divorce*** or the ***Counterclaim***.

Read through the following information and instructions before completing the forms. You must fill out all forms as completely as possible. If your forms are not complete, the Judge may reject your packet.

Information:

A divorce action starts with the filing of the *Complaint for Divorce*. A *Complaint for Divorce* is a written request to the court for a divorce. The person who originally asks for this legal action is called the **Plaintiff** and remains the Plaintiff throughout the case. The Plaintiff will file the *Complaint for Divorce* with the **Clerk of the District Court**, whose office is usually located in the county courthouse or a branch of the county courthouse. A case number, also called a **civil action number**, is assigned and an official court file is opened. Delivering the *Complaint for Divorce* to the Clerk's office is called **filing** a case.

Case Number: When you start a lawsuit by filing the paperwork with the Clerk of the District Court, a case number will be assigned by the Clerk. You must include that case number on all further paperwork in the "**caption.**" The caption is the top section of a pleading, motion, and complaint stating the name of the Plaintiff, Defendant, the District Court the case is filed in and the case number.

Once a case has been filed, a copy must be formally given to (a/k/a **served** on) the Defendant. The person against whom the original legal action is being requested is called the **Defendant**, and he or she is expected to answer the *Complaint for Divorce*. The Defendant remains the Defendant throughout the case. **Personal service** of the *Complaint for Divorce* and *Summons* on the Defendant by a **Sheriff** is required for the *Complaint for Divorce* unless the Defendant completes an ***Acknowledgment and Acceptance of Service*** form. Formal service is required for the *Complaint for Divorce* so the Court has proof that the Defendant actually received the papers. Other forms of service exist, but these are the easiest methods that meet the formal service requirement for a *Complaint for Divorce*.

Instructions:

STEP 1. *Answer* or *Answer and Counterclaim.*

Two options exist – you may either answer the *Complaint for Divorce* or answer and file a counterclaim. Both options are explained below:

OPTION A. ***Answer to Complaint for Divorce***. If you have been served or have signed an *Acknowledgement and Acceptance of Service* form, you should file an *Answer to Complaint for Divorce* with the Clerk of District Court where the *Complaint for Divorce* was filed. An ***Answer to Complaint for Divorce*** is a written document explaining to the court exactly which provisions you agree with and which provisions you deny. If you fail to answer, a default judgment may be entered against you and your spouse may be entitled the relief he or she asked for in the *Complaint for Divorce.*

You must fill in the caption. DO NOT forget to include the case number. This is located in the caption of the *Summons* and/or *Complaint for Divorce*.

i. **Admit or Deny.** To answer the papers, you should go through each and every paragraph of the *Complaint for Divorce* and either "admit" or "deny" each paragraph. If you do not have sufficient information to either admit or deny a particular allegation, you must state that in your *Answer to Complaint for Divorce*. If you disagree with something and you fail to "deny" it in your *Answer to Complaint for Divorce*, the Judge can find that you admitted it.

ii. **Time limit to answer. You have only a limited amount of time to file an *Answer to Complaint for Divorce*.** Generally, if you were served within the State of Wyoming, you will have 20 days to file the *Answer to Complaint for Divorce*. If you were served outside the State of Wyoming, you generally will have 30 days to file an *Answer to Complaint for Divorce*. If you do not file an *Answer to Complaint for Divorce* by your deadline, then your spouse may obtain a *Decree of Divorce* giving him/her everything he/she requested in the *Complaint for Divorce*.

iii. **Computation of Time Limits**. In computing most time limits, unless otherwise stated, the day the pleading is served shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, or, when the act to be done is the filing of a paper, a day on which weather or other conditions have made the office of the clerk of the court inaccessible, in which event the period runs until the end of the next day which is not one of the aforementioned days. When the period of time prescribed or allowed is less than 11 days, intermediate Saturdays, Sundays, and legal holidays shall be excluded in the computation. A "legal holiday" includes any day officially recognized as a legal holiday in this state by designation of the legislature or appointment as a holiday by the governor.

NOTE: If you have any question or concerns as to when the deadline to file the *Answer to Complaint for Divorce* is, you should consult an attorney.

iv. **REQUIRED INFORMATION FOR CHILDREN**: Certain information is required to be given **under oath** for each child, unless you have a court order or are operating under another law allowing you to maintain confidentiality of addresses or other identifying information. If the information is not provided, the court, upon motion of a party or its own motion, may stop the case from going forward until the information is provided. The information necessary is included in the *Answer* and the *Answer and Counterclaim*.

v. **Notarizing Signatures:** You will need to sign the *Answer to Complaint for Divorce* and have it notarized. Notarial Officers may administer the oath and witness your signature, or in many cases, clerks of court will be willing to administer the necessary oath. Each clerk's office has their own policy so check with them first before seeking notarization of your signature on the forms.

vi. **Certificate of Service:** Copies of all documents sent to or filed with the court must be sent to the Plaintiff before the judge will consider them. This certificate is included at the end of each document that requires it.

vii. **Copies:** Make two (2) copies of the document. The original will be filed by the Clerk of District Court, one copy is for the Plaintiff and the other copy is for you (the Defendant). You will need to repeat this step for all documents you file with the Clerk's office.

OR

OPTION B. ***Answer and Counterclaim for Divorce***. If you want the Judge to grant relief to you (for example, give you the divorce, award property to you, order your spouse to pay alimony, take your previous last name back, etc.) you should file an ***Answer and Counterclaim for Divorce***. An *Answer and Counterclaim for Divorce* responds to the *Complaint for Divorce* and gives you an opportunity to tell the court what you want to happen with the divorce. First, you will go through each and every paragraph of the *Complaint for Divorce* and either "admit" or "deny" each paragraph. Second, the *Counterclaim for Divorce* portion of the document asks the Judge to give you what you want. You must fill out all of the information in the *Answer and Counterclaim for Divorce* completely.

i **Restoration of Wife's previous name**: The wife should state whether or not she would like to resume her prior name in either the *Complaint for Divorce* if she is the Plaintiff, or in a *Counterclaim* if she is the Defendant. This is the wife's choice ONLY; the husband cannot demand that his wife's name be changed.

ii. Follow **Step A(ii)** through **Step A(vii)** above.

NOTE: If you have any question or concerns as to when the deadline to file the *Answer and Counterclaim for Complaint for Divorce* is, you should consult an attorney.

iii. **Plaintiff's Reply to Your Counterclaim.** The Plaintiff must reply to the *Counterclaim***.** If you file a *Counterclaim*, the Plaintiff will have 20 days to "reply" by filing a *Reply to Counterclaim*. The Plaintiff will either admit or deny the separate allegations in your *Counterclaim.* If the Plaintiff fails to reply to the *Counterclaim*, you may be entitled to file *Default* paperwork seeking the relief you request in your *Counterclaim.*

STEP 2. Initial Disclosures.

The law requires certain information be made available within thirty (30) days after the Defendant is served, including a schedule of financial assets; schedule of non-financial assets; schedule of all debts owed individually or jointly; location(s) of safety deposit box(es); employment information; information regarding other income and retirement accounts; and a summary of the facts believed to support the claim of superior entitlement to custody where child custody is at issue.

A. **WHEN TO SERVE**: Initial Disclosures must be sent to the Plaintiff (or his/her attorney) WITHIN 30 DAYS AFTER YOU ARE SERVED. **Be sure to keep a copy of this document for your records.**

B. **DO NOT FILE THE INITIAL DISCLOSURES WITH THE CLERK**. This form is only given to the Plaintiff (or his/her attorney).

STEP 3. Fill out a *Confidential Financial Affidavit.*

A. **Fill out a *Confidential Financial Affidavit* and attach all required documents.**

- Both parties are required to file a ***Confidential Financial Affidavit*** with the court with all the necessary supporting documentation.

- **Required Attachments.** The *Confidential Financial Affidavit* must be supported with documentation of both current and past earnings. Proper documentation of current earnings includes, but is not limited to pay stubs, employer statements, or receipts and expenses if self-employed. Documentation of current earnings shall be supplemented with copies of the most recent tax return to provide verification of earnings over a longer period. Include copies of income tax returns for the previous two years and your most recent pay stub(s) to show how much you have made so far this year.

- The *Confidential Financial Affidavit* may be filed with the Clerk's office at the same time you file your *Answer* or *Answer and Counterclaim.*

STEP 4. If you and the Plaintiff agree on all of the terms in the *Decree of Divorce*, the *Decree* will need to be filled out completely, signed by both you and the Plaintiff and both of your signatures must be notarized. **In addition to signing the *Decree*, you should initial each page of the *Decree* to verify that each page contains the terms you agreed upon.** Here is some important information about the *Decree of Divorce*:

- **Custody and Visitation**. You and the Plaintiff need to determine which custody and visitation plan will apply in your circumstances. It is unusual for the Court not to award any visitation or supervised visitation for the non-custodial parent.

    - *If there is a concern that your child(ren) may be harmed by the other parent physically and/or emotionally, you should seek advice from someone familiar with parenting and child development issues. There may be an organization in your community that can help facilitate visitation between the children and you or the other parent. You can also contact the facilitators of any parenting classes in your community for ideas or additional resources.*

- **Factors to be considered for awarding custody and visitation.** The *Decree of Divorce* contains several options for custody and visitation arrangements. Ideally, both parents will work together to select the proper custody and visitation plan depending upon the family circumstances. In awarding custody and setting forth a visitation plan, Wyoming law requires that the Court consider the following factors:

    1. The geographic location of each parent;
    2. Each parent's willingness and ability to perform the child care duties associated with the child(ren), relative to the child(ren)'s stage of development such as feeding, changing, bathing, preparing the child(ren) for school, taking responsibility for the child(ren)'s homework, etc.;
    3. Each parent's ability to care for the child(ren)'s needs (consider not only historical involvement but a parent's willingness and ability to learn the necessary skills, as well);
    4. The lack of hostility between the parents;
    5. The ability of both parents' work schedules and the child(ren)'s schedule to accommodate extended access;
    6. The child(ren)'s age(s) and strength of attachment to each parent;
    7. The child(ren)'s relationship with his/her friends.

- **Child(ren)'s interests should control.** The use of a calendar for scheduling purposes is highly recommended. The parents' work schedules and the child(ren)'s school and extracurricular activities need to be considered when developing a visitation plan. This is especially true for those parents who do not

enjoy a traditional work week. While visitation should be an enjoyable and enriching experience, it is an obligation and responsibility for each parent as well as a right and a privilege. Both parents must also have a good faith commitment to developing and carrying out a visitation plan. You need to focus on what type of schedule would be in the child(ren)'s best interest.

- **Parenting classes**. At any time the Court may require parents to attend appropriate parenting classes, including, but not limited to, parenting classes to lessen the effects of divorce on children. Both parents are generally required to attend classes when they are ordered. If the class is ordered, you MUST file a ***Certificate of Completion*** with the Clerk's office. This certificate is provided by the class instructor.

- **Child Support Payments**. You will need to determine the amount of child support due based upon the *Confidential Financial Affidavits* you and the Plaintiff completed. You may use the ***Child Support Computation Form*** as a guide to help you calculate the support due. Another option is to go online to:

  http://www.laramiecounty.com/_departments/_district_court/calculator.aspx

  to calculate child support.

  - **You CANNOT agree that no support will be paid**. The statutes allow for a reduced amount of support when you agree on joint physical custody and each parent keeps the child(ren) overnight for more than forty percent (40%) of the year and both parents contribute substantially to the expenses of the children in addition to the payment of child support.

  - Where the combined ***net monthly*** income of ***both*** parents is less than eight hundred forty-six dollars ($846.00), the non-custodial parent has to pay twenty-two percent (22%) of his/her net income for one (1) child and twenty-five percent (25%) of his/her net income for two (2) or more children, but the minimum amount of child support a person has to pay cannot be less than fifty dollars ($50.00) per month for each family unit in which there are children to whom the noncustodial parent owes a duty of support.

  - There are NO DEVIATIONS from the presumed support allowed UNLESS the Court CHOOSES to deviate from the set amount because the amount was unjust or inappropriate in the particular case. The Court must include the specific reasons for deviation in the *Decree of Divorce*.

  - **NO AGREEMENTS FOR LESS THAN THE PRESUMED SUPPORT CAN BE APPROVED IF GOVERNMENT OR STATE BENEFITS (SUCH AS MEDICAID (TITLE 19), FOOD STAMPS,**

POWER, ETC.) ARE BEING PROVIDED ON BEHALF OF ANY CHILD. This means the Court cannot lower the amount of child support calculated by using the net income of you and the Plaintiff even if you and the Plaintiff agree to a lower amount of support.

- **Medical Support**. The law requires that medical support for the child(ren) be included as part of any child support order. The Court shall order either or both of the parents to provide medical support, if insurance can be obtained at a reasonable cost and the benefits under the insurance policy are accessible to the children. This may include dental, optical or other health care needs for the child(ren). In addition, the Court will order that any medical expenses not covered by insurance and any deductible amount on the required insurance coverage be paid by one or both parents. If both parents are ordered to pay for expenses not covered by insurance, the Court will specify the proportion for which each parent is responsible (for example, 50% to Plaintiff and 50% to Defendant).

- **When will your divorce become final?** Your divorce will not be final until the judge signs the *Decree of Divorce* and it is filed with the Clerk of Court. This process may take time if the Judge requires changes to the proposed *Decree*. You must verify with the Clerk's office that the *Decree of Divorce* has been file-stamped before you can be sure your divorce is final. The time limit to appeal a decree begins to run from the day the *Decree of Divorce* is filed with the Clerk's office.

STEP 5. If you and the Plaintiff do NOT agree on all issues of your divorce, you will need to have a trial:

A. **Trial.** If you and the Plaintiff cannot agree on all issues, your case will have to be heard and decided by a Judge at a trial.

- **Caution: It is strongly recommended that you hire or find an attorney to represent you at trial, though you may represent yourself. You proceed at your own risk and will be expected to know the laws.**

B. **Request a trial date.** If the Plaintiff has **NOT** done so, you will need to request a hearing by completing a ***Request for Setting***. Write in "trial" where it asks the type of hearing. Indicate how much time you think it will take for you and the other party to present your evidence and write that in (usually one (1) to three (3) hours). You also need to decide whether or not you want a Court reporter to record the proceeding. SEE BELOW FOR DETAILS ON GETTING A COURT REPORTER. If a hearing is not recorded by an official court reporter, a transcript of the hearing will not be available. It is very difficult to appeal the Judge's decision if you do not get a Court reporter to take down everything that is said at the trial.

- You must file the ***Request for Setting*** and the ***Order Setting Divorce Trial and Requesting Pretrial Statements*** with the Clerk's office, and the Court will fill in the hearing date and time and mail a copy to you and the other party. You will need to provide an addressed, stamped envelope for you and the Plaintiff to the Clerk.

Once a trial date has been set, do the following:

C. **Pretrial Disclosures**. - Both parties must provide to the other party AND PROMPTLY FILE WITH THE COURT the *Pretrial Disclosures* regarding the evidence that it may present at trial. If you have questions, you should contact an attorney.

- When are the *Pretrial Disclosures* due? Unless otherwise directed by the Court, these disclosures must be made at least **30 days before trial**.

- Take the original and two (2) copies to the Clerk for filing. Keep one copy for your records and send the other copy to the Plaintiff (or his/her attorney).

- **Settlement before trial.** In the event that your case settles before the trial, you must present the Court with the completed and signed *Decree of Divorce* in writing before the Court will take the trial off of the schedule. There will be no continuances or canceling of the trial date based on telephone calls. If you need a continuance, you should contact an attorney for assistance in seeking one.

- **Court reporter.** If you wish to have a Court reporter you are required to provide notice to the official Court reporter as soon as possible, but at least **three (3) working days** before the matter is set for hearing. You can provide notice to the court reporter by phone or by submitting a written request. Please note that if providing notice through the mail, the request must be received by the court reporter at least three working days prior to the hearing. The Clerk will be able to inform you which court reporter to contact. The three-day notice requirement will not be waived by the Court. The notice is required for all civil matters including jury trials.

- **Evidence and witnesses.** At the hearing, you will need to present your evidence and witnesses. If the *Order Setting Divorce Trial and Requesting Pretrial Statements* is entered (signed by the Judge), you must follow the terms and provide the Court with the information requested in that document, including copies of exhibits you want to introduce at the trial and a list of your proposed witnesses and what their testimony is going to be about within the time frame ordered (usually 3 to 5 days prior to the trial). Under the law, the Judge cannot help you or assist you at trial. You are on your own without an attorney.

- **Final Decision (*Decree of Divorce*).** Following the trial, the Judge will make a decision or may take the matter under advisement, meaning he or she will need to think further before making a determination. If the Judge instructs you, you must take that decision and type it into the *Decree of Divorce* incorporating the Judge's decision.

- **You are again reminded that, if you choose to continue without an attorney, you are expected to know what to do and how to do it. The judge will not guide you through the trial/hearing, tell you how to proceed or advise you on the law.**

- **When will your divorce become final?** Your divorce will not be final until the judge signs the *Decree of Divorce* and it is filed with the Clerk of Court. This process may take time if changes to the proposed *Decree* are required by the Judge. You must verify with the Clerk's office that the *Decree of Divorce* has been file-stamped before you can be sure your divorce is final. The time limit to appeal a decree begins to run from the day the *Decree of Divorce* is filed with the Clerk's office.

RECAP for Defendant's Documents:

1. File an *Answer* or *Answer and Counterclaim* within 20 days from the date you were served (or 30 days if served out of state)
    - Mail a copy to the Plaintiff and keep a copy for your records
2. File a *Confidential Financial Affidavit* and the required attachments
    - Mail a copy to the Plaintiff and keep a copy for your records
3. Assist the Plaintiff in filling out the *Decree of Divorce* if you both agree on all of the terms.
   Sign the *Decree of Divorce* in front of a notarial officer.
4. If you and the Plaintiff do NOT agree on all of the terms, and a trial is needed, follow these steps:
    a. File a *Request for Setting* and *Order Setting Divorce Trial and Requiring Pretrial Statements* **ONLY** if the Plaintiff has **NOT** done so.
    b. Take an original and two (2) copies of the *Order Setting Divorce Trial and Requiring Pretrial Statements* for filing with the Clerk and two (2) addressed, stamped envelopes (one addressed to you and one to the Plaintiff with enough postage to cover the cost of mailing the *Order Setting Divorce Trial and Requiring Pretrial Statements* to you and the Plaintiff).
    c. File your *Pretrial Disclosures* **30 days** before the trial date.
        - Mail a copy to the Plaintiff and keep a copy for your records (do not file with the Court)
    d. No later than 3 working days before the trial, request a court reporter, if desired (and if the Plaintiff has not already done so)
    e. Attend the Trial
    f. Complete and file any additional documents required by your Court.

Your divorce is final when the *Decree of Divorce* has been signed by the Judge and filed by the Clerk.

CHECKLIST FOR PACKET 2
DEFENDANT DIVORCE WITH MINOR CHILDREN

These forms are required in all divorce cases where you and the Plaintiff agree on all of the issues:

- *Answer to Complaint for Divorce (with Children)*; and
- *Confidential Financial Affidavit*

You will also need to work with the Plaintiff to complete the *Decree of Divorce (with Children)* and sign it in front of a Notarial Officer.

STEP 1. If you were served with a copy of the *Summons* and *Complaint for Divorce* or if you signed an *Acknowledgement and Acceptance of Service,* file one of the following:

☐ *Answer; **OR***
☐ *Answer and Counterclaim*
☐ Take an original and 2 copies of the *Answer* or *Answer and Counterclaim* to the Clerk for filing.
  ☐ Mail a copy to the Plaintiff and keep a copy for your records.

STEP 2. File a *Confidential Financial Affidavit* and include the required attachments. **Note:** This may be filed at the same time as the *Answer* or *Answer and Counterclaim*.

☐ *Confidential Financial Affidavit*
  ☐ If employed, attach tax returns for prior 2 years; and
  ☐ Attach statement of earnings for the current year; OR
  ☐ If self-employed, attach verified income and expense statements for prior two years; and
  ☐ Attached tax returns for prior two years.

STEP 3. Complete the *Initial Disclosures*

☐ Send the *Initial Disclosures* to the Plaintiff within **30 days** after you were personally served by the Sheriff or signed the Ackn*owledgment and Acceptance of Service* form. DO NOT FILE the *Initial Disclosures* with the Court.

STEP 4. If you and the Plaintiff agree on all of the terms in the *Decree of Divorce*, sign it in front of a Notarial Officer.

☐ Sign the *Decree of Divorce*
☐ A copy will be mailed to you if the Judge signs the *Decree of Divorce.*

Your divorce will be complete when the Judge signs the *Decree of Divorce* and it is filed with the Clerk.

STEP 5. If you and the Plaintiff do NOT agree on all of the issues of your divorce, fill out and file the following forms and attend the trial to finish your Divorce:

***Caution: It is strongly recommended that you hire or find an attorney to represent you at trial, even though you may represent yourself. You proceed at your own risk and will be expected to know the rules and laws.**

- ☐ If the Plaintiff has **NOT** requested a trial date, you must request one.
  - ☐ *Request for Setting*
  - ☐ *Order Setting Divorce Trial and Requesting Pretrial Statements* (Judge will fill out date and time)
  - ☐ Take original and two copies to the Clerk for filing
  - ☐ Take an envelope addressed to you with postage for the Clerk to mail a copy of the *Order Setting Divorce Trial and Requesting Pretrial Statements* to you
  - ☐ Take an envelope addressed to the Defendant with postage for the Clerk to mail a copy of the *Order Setting Divorce Trial and Requesting Pretrial Statements* to the Plaintiff
  - ☐ Mail a copy of the *Request for Setting* to the Plaintiff and keep a copy for your records.

Once a trial date has been set, do the following:

- ☐ *Pretrial Disclosures* and *Pretrial Memorandum*
  - ☐ File at least **30 days** before the trial date
  - ☐ Take original and two copies to the Clerk for filing
  - ☐ Mail copy to the Plaintiff and keep a copy for your records
- ☐ If you want the trial to be recorded by an official court reporter (and if the Plaintiff has not already done so) provide notice to the court reporter as soon as possible, but no later than 3 working days before the trial. You can provide notice to the court reporter by phone or by a written request. If providing notice through the mail, the request must be received by the court reporter no later than three working days prior to the hearing.
- ☐ <u>Attend the Trial</u>: Present your evidence and witnesses.
- ☐ <u>Additional Forms</u>: The Court may also require additional forms depending on the county where your case is filed. Ask the Clerk if additional forms are required:
  - ☐ Copies and Envelopes for each additional form:
    - ☐ Take an original and 2 copies of each additional form to the Clerk for filing
    - ☐ Mail a copy of any additional form filed with the Clerk to the Plaintiff and keep a copy for your records

Your divorce will be complete when the Judge signs the *Decree of Divorce* and it is filed with the Clerk.

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Plaintiff:_____,)
(Print name of person filing))
)
vs.)
)
Defendant:_____.)
(Spouse) (Print name)

Civil Action Case No. _____

ANSWER TO COMPLAINT FOR DIVORCE (with Children)

The Defendant sets forth the following as the answers and responses to Plaintiff's *Complaint for Divorce (with Children)*:

1. Defendant admits the allegations in Paragraphs _____
(list paragraphs that are accurate statements)
of Plaintiff's *Complaint for Divorce*.

2. Defendant denies the allegations in Paragraphs _____
(list paragraphs that you believe are not accurate)
of Plaintiff's *Complaint for Divorce*.

3. Defendant does not have information sufficient to either admit or deny the allegations in Paragraphs _____.

4. The Plaintiff and I are the natural or adoptive parents of the following minor child(ren):

Child's initials:_____

Child's year of birth:_____

Present address:_____

Child's residence for the past 5 years:

Dates (From/To)	Address (city and state) where child lived	Name and current address of person(s) child lived with
_____/present*		
____/____		
____/____		

____/____		
____/____		
____/____		

☐ Attach a separate sheet if necessary

Child's initials:_____

Child's year of birth:_____

Present address:_____

Child's residence for the past 5 years:

Dates (From/To)	Address (city and state) where child lived	Name and current address of person(s) child lived with
_____/present*		
____/____		
____/____		
____/____		
____/____		
____/____		

☐ Attach a separate sheet if necessary

Child's initials:_____

Child's year of birth:_____

Present address:_____

Child's residence for the past 5 years:

Dates (From/To)	Address (city and state) where child lived	Name and current address of person(s) child lived with
_____/present*		
____/____		

____/____		
____/____		
____/____		
____/____		

☐ Attach a separate sheet if necessary

Child's initials:_____

Child's year of birth:_____

Present address:_____

Child's residence for the past 5 years:

Dates (From/To)	Address (city and state) where child lived	Name and current address of person(s) child lived with
_____/present*		
____/____		
____/____		
____/____		
____/____		
____/____		

☐ Attach a separate sheet if necessary

5. ☐ I have not participated as a party or a witness or in any other capacity in any other court case concerning the custody of the minor child(ren), and no other court proceedings concerning the minor child(ren) (including proceedings for enforcement, domestic violence, protective orders, termination of parental rights or adoptions) are currently pending in the State of Wyoming or in any other state; OR

☐ I have participated as a party or witness or in another capacity in another court proceeding concerning the custody, allocation of decision-making, or visitation/parenting time of the child(ren) listed in this *Answer to Complaint for*

Divorce as follows: (Please be specific and include the case number, court, state and nature of case, date of child-custody determination, if any, and the initials of the child(ren) involved)_____

_____

_____

6. ☐ I know of no person not a party to these proceedings who has physical custody of the minor child(ren) or who claims to have custody or visitation rights with respect to the minor child(ren); OR

☐ The following people are not parties in this matter, but have physical custody of the child(ren) or claim rights of parental responsibilities, legal custody or physical custody, or visitation/parenting time with the child(ren):

_____

(List Names and Addresses)

_____

_____

WHEREFORE, Defendant respectfully requests that the court find generally in her/his favor and against the Plaintiff, that Plaintiff take nothing by way of his/her *Complaint for Divorce*, and for such other and further relief as the court deems just and proper.

DATED this _____ day of _____, 20___.

_____
Signature
Printed Name: _____
Address: _____
_____
Phone Number:_____

STATE OF WYOMING)
) ss.
COUNTY OF _____)

The Defendant, _____, under the penalty of perjury, verifies that she/he has read the *Answer to Complaint for Divorce (with Children)*, knows the contents of the *Answer*, and that the statements in the *Answer*,

including the required statements about the child(ren) are true to the best of her/his own knowledge.

DATED this _____ day of _____, 20_____.

_____
Signature
Printed Name: _____
Address: _____
_____
Phone Number:_____

Subscribed and sworn to before me this _____ day of _____, 20_____ .

Witness my hand and official seal.

_____
Notarial Officer

My Commission Expires:

CERTIFICATE OF SERVICE

I certify that on _____ (date) the original of this document was filed with the Clerk of District Court; and, a true and accurate copy of this document was served on the other party by ☐ Hand Delivery OR ☐ Faxed to this number _____ _____ OR ☐ by placing it in the United States mail, postage pre-paid, and addressed to the following:

(Print Plaintiff/Plaintiff's Attorney's Name and Address)

TO: _____

_____

_____

_____
Your signature

_____
Print name

----------Fill in, if applicable----------

Pursuant to Rule 102(a)(1)(B) of the Wyoming Uniform Rules of District Court the following attorney has participated in the preparation of this pleading but said attorney is NOT deemed to have entered an appearance in this matter:

_____

Attorney's Name

Attorney's Address/Telephone:

_____

_____

_____

_____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Plaintiff:_____,)
(Print name of person filing))
)
vs.)
)
Defendant:_____.)
(Spouse) (Print name)

Civil Action Case No. _____

ANSWER AND COUNTERCLAIM
TO COMPLAINT FOR DIVORCE (WITH CHILDREN)

The Defendant sets forth the following as the answers and responses to Plaintiff's *Complaint for Divorce (with Children)*:

1. Defendant admits the allegations in Paragraphs _____
(list paragraphs that are accurate statements)
of Plaintiff's *Complaint for Divorce*.

2. Defendant denies the allegations in Paragraphs _____
(list paragraphs that you believe are not accurate)
of Plaintiff's *Complaint for Divorce*.

3. Defendant does not have information sufficient to either admit or deny the allegations in Paragraphs _____.

WHEREFORE, Defendant respectfully requests that the court find generally in her/his favor and against the Plaintiff, that Plaintiff take nothing by way of his/her *Complaint for Divorce*, and for such other and further relief as the court deems just and proper.

COUNTERCLAIM

DEFENDANT, ☐ **Husband** ☐ **Wife**, sets forth the following as the counterclaim to Plaintiff's *Complaint for Divorce (with Children)*:

1. Defendant is a resident of _____ County, Wyoming, and has lived in the State of Wyoming for more than sixty (60) days immediately prior to the filing of the Complaint. (If not, did marriage take place in Wyoming and have you resided in this state from the time of the marriage until the filing of the Complaint? ☐ yes ☐ no.)

2. Plaintiff and Defendant were married to each other on _____in _____
(Date of Marriage)
_____.
(City, County and State where marriage took place)

3. The Plaintiff and Defendant separated on _____.
(Date of Separation)

4. Irreconcilable differences exist in the marriage and Defendant is the aggrieved party in this case and should be granted a divorce from the Plaintiff.

5. The Plaintiff and I are the natural or adoptive parents of the following minor child(ren):

Child's initials:_____

Child's year of birth:_____

Present address:_____

Child's residence for the past 5 years:

Dates (From/To)	Address (city and state) where child lived	Name and current address of person(s) child lived with
_____/present*		
____/____		
____/____		
____/____		
____/____		
____/____		

☐ Attach a separate sheet if necessary

Child's initials:_____

Child's year of birth:_____

Present address:_____

Child's residence for the past 5 years:

Dates (From/To)	Address (city and state) where child lived	Name and current address of person(s) child lived with
_____/present*		
____/____		
____/____		
____/____		
____/____		
____/____		

☐ Attach a separate sheet if necessary

Child's initials:_____

Child's year of birth:_____

Present address:_____

Child's residence for the past 5 years:

Dates (From/To)	Address (city and state) where child lived	Name and current address of person(s) child lived with
_____/present*		
____/____		
____/____		
____/____		
____/____		
____/____		

☐ Attach a separate sheet if necessary

Child's initials:_____

Child's year of birth:_____

Present address:_____

Child's residence for the past 5 years:

Dates (From/To)	Address (city and state) where child lived	Name and current address of person(s) child lived with
_____/present*		
____/____		
____/____		
____/____		
____/____		
____/____		

☐ Attach a separate sheet if necessary

6. That the child(ren) named in the *Complaint for Divorce* ☐ have ☐ have not been in the State of Wyoming for a period of six (6) months or more immediately before filing of the *Complaint*. (If not, seek the advice of a lawyer before filing.)

7. ☐ I have not participated as a party or a witness or in any other capacity in any other court case concerning the custody of the minor child(ren), and no other court proceedings concerning the minor child(ren) (including proceedings for enforcement, domestic violence, protective orders, termination of parental rights or adoptions) are currently pending in the State of Wyoming or in any other state; OR

☐ I have participated as a party or witness or in another capacity in another court proceeding concerning the custody, allocation of decision-making, or visitation/parenting time of the child(ren) listed in the *Complaint for Divorce* as follows: (Please be specific and include the case number, court, state and nature of case, date of child-custody determination, if any, and the initials of the child(ren) involved)_____

_____

_____

8. ☐ I know of no person not a party to these proceedings who has physical custody of the minor child(ren) or who claims to have custody or visitation rights with respect to the minor child(ren); OR

☐ The following people are not parties in this matter, but have physical custody of the child(ren) or claim rights of parental responsibilities, legal custody or physical custody, or visitation/parenting time with the child(ren): _____
(List Names and Addresses)

_____

_____

9. To the best of my knowledge,
   - ☐ Wife is not pregnant, **OR**
   - ☐ Wife is pregnant (If pregnant, consult an attorney. Your divorce may not be able to be final until after the baby is born) and
     The baby is due on or about _____ (date), (and, check one space below):
     - ☐ The Plaintiff and Defendant are the biological parents of the child, OR
     - ☐ Plaintiff is not the biological parent of the child, OR
     - ☐ Defendant is not the biological parent of the child.

10. ☐ Plaintiff OR ☐ Defendant is a fit and proper person to have the primary care, custody and control over the minor child(ren) subject to the other parent's right of reasonable visitation; OR

☐ Both parties are fit and proper persons to share custody and control over the minor child(ren).

11. ☐ Plaintiff OR ☐ Defendant is capable of paying child support in an amount determined by the Wyoming Child Support Guidelines.

12. The Court should order that ☐ Plaintiff OR ☐ Defendant OR ☐ Both Parents provide medical insurance for the minor child(ren) if it can be obtained through an employer or if it is otherwise reasonably available and that ☐ Plaintiff OR ☐ Defendant OR ☐ Both Parents be liable to pay any medical expenses, including any deductible or co-pay, not covered by insurance coverage.

13. The parties have accumulated certain property and debts during the course of their marriage which should be equitably divided by the Court.

14. The Court should award ☐ Plaintiff OR ☐ Defendant spousal support/alimony in a reasonable amount to be determined by the court; OR

☐ Neither party should be awarded spousal support/alimony.

15. The Wife's previous name may be restored if she desires.

WHEREFORE, the Defendant respectfully requests that the Court:

1. Grant the Defendant a divorce from the Plaintiff and dissolve the marriage;

2. Award**:**

a. ☐ The parties joint legal custody and ☐Mother or ☐ Father to have physical custody; **OR**

b. ☐ The parties joint legal and joint physical custody; **OR**

c. ☐ Mother or ☐Father to have sole legal and physical custody; **OR**

d. ☐ Other (Please describe desired legal and physical custody arrangement in detail) _____

_____

_____

3. Order that the ☐ Plaintiff OR ☐ Defendant pay child support in an amount determined by the court using the Wyoming Child Support Guidelines;

4. Order that the ☐ Plaintiff OR ☐ Defendant, OR ☐ Both parents provide medical support for the minor child(ren);

5. Order a just and equitable division of the marital property and debts;

6. Order that:

☐ No party is entitled to spousal support; OR

☐ Reasonable spousal support should be paid by ☐ Plaintiff, OR ☐ Defendant as the circumstances and facts may require;

7. Order that the Wife resume her previous name at the conclusion of this lawsuit if she wishes; and

8. Order such other and further relief as the Court deems just and equitable.

STATE OF WYOMING)
) ss.
COUNTY OF _____)

The Defendant, _____, under the penalty of perjury, verifies that she/he has read the *Counterclaim*, knows the contents of the *Counterclaim*, and that the statements in the *Counterclaim* are true to the best of her/his own knowledge.

DATED this _____ day of _____, 20_____.

_____
Signature
Printed Name: _____
Address: _____
_____
Phone Number:_____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Witness my hand and official seal.

_____
Notarial Officer

My Commission Expires:

CERTIFICATE OF SERVICE

I certify that on _____ (date) the original of this document was filed with the Clerk of District Court; and, a true and accurate copy of this document was served on the other party by ☐ Hand Delivery OR ☐ Faxed to this number _____ OR ☐ by placing it in the United States mail, postage pre-paid, and addressed to the following:

(Print Plaintiff/Plaintiff's Attorney's Name and Address)

TO: _____

_____

_____

_____
Your signature

_____
Print name

----------Fill in, if applicable----------

Pursuant to Rule 102(a)(1)(B) of the Wyoming Uniform Rules of District Court the following attorney has participated in the preparation of this pleading but said attorney is NOT deemed to have entered an appearance in this matter:

_____
Attorney's Name

Attorney's Address/Telephone:

_____
_____
_____
_____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Plaintiff:_____,)
(Print name of person filing))
)
vs.)
)
Defendant:_____.)
(Spouse) (Print name)

Civil Action Case No. _____

INITIAL DISCLOSURES

The following initial disclosures are submitted by the Defendant pursuant to Wyoming Rule of Civil Procedure 26(a)(1.1). This information is required in all divorce proceedings to the extent that the information pertains to a particular claim or defense in the action. This information must be made available to the opposing party's attorney (or the opposing party if he or she does not have an attorney) within thirty (30) days after the Defendant has been served with the *Complaint for Divorce*. **For any of the following disclosures that do not pertain to you, write "not applicable" on the appropriate schedule**.

1. A schedule of financial assets owned individually or jointly, such as savings or checking accounts, stocks, bonds, cash or cash equivalents, including the name and address of the depository, the date such account was established, the type of account, the account number, and whether the account is acknowledged to be a marital asset or asserted to be a non-marital asset and, if asserted to be a non-marital asset, an explanation of the legal and factual basis for such assertion. (See attached **Schedule of Financial Assets**.)

2. A schedule of non-financial assets, such as personal or real property (i.e. house, land, vehicles, household items, etc.) owned individually or jointly, including the purchase price and the date of purchase or acquiring the property, the present market value, any indebtedness relating to such asset, the state of record ownership, whether purchased from marital assets or

obtained by gift or inheritance, and whether acknowledged to be a marital asset or asserted to be a non-marital asset and, if asserted to be a non-marital asset, an explanation of the legal and factual basis for such assertion. (See attached **Schedule of Non-Financial Assets**.)

3. A schedule of all debts owed individually or jointly, identifying the date any obligation was incurred, the spouse in whose name the debt was incurred, the present amount of all debts and monthly payments, the use to which the money was put which caused the debt to arise, identification of any asset which serves as security for such debt, and an acknowledgement of whether each debt is a marital or non-marital debt, and if asserted to be a non-marital debt, an explanation of the legal and factual basis for such assertion. (See attached **Schedule of Debts**.)

4. A schedule of safe deposit boxes, including the name and address of the institution where the box is located, the box number, the name and address of the individual(s) who has access to the box, an inventory of the contents, and the value of the assets located therein. (See attached **Schedule of Safety Deposit Boxes**.)

5. A schedule of employment, including the name and address of your employer; gross monthly wage; payroll deduction(s), specifically identifying the type and amount; the amount of other benefits including transportation, employer contributions to health care, and employer contributions to retirement accounts; and outstanding bonuses. (See attached **Schedule of Employment**.)

6. A schedule of all other sources of income, including the name and address of the source and the amount and date the income was received. (See attached **Schedule of Other Income**.)

7. A schedule of all retirement accounts or benefits, including the name and address of the institution holding the accounts or benefits, the present value if readily ascertainable, the initial date of any account, the expected payment upon retirement and the specific retirement date, and the value of the account at the date of the marriage if the account existed prior to marriage. (See attached **Schedule of Retirement Accounts or Benefits**.)

8. If seeking custody, or a change in custody, set forth the facts believed to support your claim of superior entitlement to custody. In addition, as to a change of custody, set forth the facts comprising a substantial change in circumstances and disclose any supporting documentation. (See attached **Schedule of Custody**.)

9. **NOTE:** ***Supplementation of disclosures and responses.*** Wyoming Rules of Civil Procedure 26(e)(1): A party who has made a disclosure or responded to a request for discovery with a disclosure or response is under a duty to supplement or correct the disclosure or response to include information thereafter acquired, if ordered by the court or in the following circumstances:

> **A party is under a duty to supplement at appropriate intervals, its disclosures if the party learns that in some material respect the information disclosed is incomplete or incorrect and if the additional or corrective information has not otherwise been made known to the other parties during the discovery process or in writing.**

DATED this _____ day of _____, 20___.

_____
Signature
Printed Name: _____
Address: _____
Phone Number:_____

CERTIFICATE OF SERVICE

I certify that on _____ (date) a true and accurate copy of this document was served on the other party by ☐ Hand Delivery OR ☐ Faxed to this number ____ _____ OR ☐ by placing it in the United States mail, postage pre-paid, and addressed to the following:

(Print Other Party's/Other Party's Attorney's Name and Address)

TO: _____

_____

_____

_____
Your signature

_____
Print name

A NOTE ABOUT MARITAL vs. NON-MARITAL ASSETS AND DEBTS

In the following tables you will be asked to distinguish marital property/debt from non-marital (separate) property/debt. Marital property/debt will be divided between you and your spouse as part of the divorce; non-marital property/debt usually will not be divided (depending on the situation).

The general rule is that marital property and debt is any property or debt acquired during the marriage for the benefit of the marriage, regardless of who paid for it or whose name is on it. However, just because a party acquired property before marriage does not necessarily mean that it won't be considered marital property. A spouse's premarital separate property can become marital when a married couple demonstrates an intent, through their words or actions during marriage, to treat one spouse's separate property as marital property. Gifts and inheritances are generally separate property, although gifts for the benefit of the marriage, such as a dishwasher, may be considered marital property.

"During the marriage" generally means from the time of marriage until the time of separation.

People often dispute what property/debt is marital or how long the marriage lasted. When this happens, you are urged to consult with an attorney to learn about the various legal arguments that may be available to you.

If you want to read more about divorce and property division, you can review that information here, http://www.legalhelpwy.org/.

SCHEDULE-A

☐ Not Applicable

Financial Assets

Type of Account Checking, Savings, Stocks, Bonds, Cash, Cash Equivalents, other Financial Assets	**Name and Address of Depository** List bank, credit union, brokerage or other location where the financial asset is held.	**Date Account Opened**	**Present Market Value**	**Last 4 digits of Account Number**	**Record Ownership** (Husband, Wife, Joint H/W, Other-describe)	**Source of Funds** (Marital assets, Gift, Inheritance, Separate assets, Before this marriage, Other-describe)	**Asserted as Marital or Non-Marital Asset?** **If not a marital asset, an explanation of legal and factual basis for such assertion is required. Please attach additional sheets of paper if more space is needed.
a.							
b.							
c.							
d.							
e.							
f.							
g.							

☐ Attach additional sheets of paper if needed

SCHEDULE-B

☐ Not Applicable

Non-Financial Assets

Description of Asset	**Purchase Price**	**Date Acquired/ Purchased**	**Present Market Value**	**Amount of debt related to asset**	**Record Ownership** (Husband, Wife, Joint H/W, Other-describe)	**State of Record Ownership** (Where asset is recorded, registered or located)	**How acquired:** (Marital assets, Gift, Inheritance, Separate assets, or Before this marriage)	**Asserted as Marital or Non-Marital Asset?** **If not a marital asset, an explanation of legal and factual basis for such assertion is required. Please attach additional sheets of paper if more space is needed.
List Personal Property (i.e., household furnishings, jewelry, antiques, guns, collectables, etc.) a.								
b.								
c.								
d.								
e.								
f.								
g.								
h.								
i.								
j.								
k.								
l.								
m.								

☐ Attach additional sheets of paper if needed

☐ Not Applicable

Non-Financial Assets Cont.

Description of Asset	**Purchase Price**	**Date Acquired/ Purchased**	**Present Market Value**	**Amount of debt related to asset**	**Record Ownership** (Husband, Wife, Joint H/W, Other-describe)	**Where asset is recorded, registered or located** (Which State?)	**How acquired: (**Marital assets, Gift, Inheritance, Separate assets, or Before this marriage)	**Asserted as Marital or Non-Marital Asset?** **If not a marital asset, an explanation of legal and factual basis for such assertion is required. Please attach additional sheets of paper if more space is needed.
List All Vehicles by Year, Model & VIN a.								
b.								
c.								
d.								
Real Property (house, land, etc.) (Describe) a.								
b.								
c.								
d.								

☐ Attach additional sheets of paper if needed

☐ Not Applicable

Non-Financial Assets Cont.

Description of Asset	**Purchase Price**	**Date Acquired/ Purchased**	**Present Market Value**	**Amount of debt related to asset**	**Record Ownership** (Husband, Wife, Joint H/W, Other-describe)	**Where asset is recorded, registered or located** (Which State?)	**How acquired: (**Marital assets, Gift, Inheritance, Separate assets, or Before this marriage)	**Asserted as Marital or Non-Marital Asset?** **If not a marital asset, an explanation of legal and factual basis for such assertion is required. Please attach additional sheets of paper if more space is needed.
Interest in any business (Describe) a.								
b.								
c.								
Any other non-financial assets: (Describe) a.								
b.								
c.								
d.								
e.								

☐ Attach additional sheets of paper if needed

SCHEDULE-C

☐ Not Applicable

Debts (Incurred Individually or Jointly)

Name of Creditor and Last 4 Digits of Account #	Date Debt Was Incurred	Who Incurred the debt? (Husband, Wife, Joint H/W, Other - describe)	Current Balance of Debt	Monthly Payment	What You Received For Debt or Use to Which Money was Put	Asset serving as security for Debt	Asserted as Marital or Non-Marital Debt? **If not a marital debt, an explanation of legal and factual basis for such assertion is required. Please attach additional sheets of paper if more space is needed.
a. Acct. #:							
b. Acct. #:							
c. Acct. #:							
d. Acct. #:							
e. Acct. #:							
f. Acct. #:							
g. Acct. #:							
h. Acct. #:							
i. Acct. #:							
j. Acct. #:							

☐ Attach additional sheets of paper if needed

SCHEDULE-D

☐ Not Applicable

Safe Deposit Boxes

Name and Address of Institution where box is located	**Box Number**	**All Name(s) to whom the box is registered**	**Names and Addresses of All Individuals Who Have Access to the Box**	**Inventory of Contents**	**Value of Contents**
a.					
b.					
c.					

☐ Attach additional sheets of paper if needed

SCHEDULE-E

☐ Not Applicable

Employment/ Self-Employment

Employer's Name and Address	**Gross Monthly Wage and Payroll Deductions** (Identify Type and Amount)	**Other Benefits and Amount Received** (including transportation, employer contributions to health care, and employer contributions to retirement account)	**Outstanding Bonuses** (owed to you but not yet received List **Amount** and **Due Date**
a.	Gross: Fed Tax: FICA (Social Security): Medicare: Children's Health Ins. Premiums: Total Deductions: Net:		Amount: Due Date:
b.	Gross: Fed Tax: FICA (Social Security): Medicare: Children's Health Ins. Premiums: Total Deductions: Net:		Amount: Due Date:
c.	Gross: Fed Tax: FICA (Social Security): Medicare: Children's Health Ins. Premiums: Total Deductions: Net:		Amount: Due Date:

☐ Attach additional sheets of paper if needed

SCHEDULE-F

☐ Not Applicable

Other Income (Not Previously Indicated Herein)

Name and Address of Source of Other Income:	Amount Received	Date Received
1. Disability (Indicate type, i.e., Temporary total, permanent partial, permanent total, etc)		
2. Unemployment		
3. Worker's Compensation		
4. Retirement		
5. Any Other Payments Made By Any Payor (describe)		

☐ Attach additional sheets of paper if needed

SCHEDULE-G

Retirement Accounts or Benefits

☐ Not Applicable (Pensions, Profit Sharing, IRA's, 401K's, Retirement Plans, etc.)

Name and Address of Institution, Carrier, or Plan Administrator holding the account or benefit	**Who owns the plan?** (Husband Or Wife?)	**Last 4 Digits of Account or ID Number**	**Type of Plan**	**Date Plan Acquired**	**Value of Account on Date of Marriage**	**Present Value**	**Loans Against Plan**	**Expected Date of Retirement and Expected Payment Amount**	**Asserted as Marital or Non-Marital Asset?** **If not a marital asset, an explanation of legal and factual basis for such assertion is required. Please attach additional sheets of paper if more space is needed.**
1.								Date: Payment:	
2.								Date: Payment:	
3.								Date: Payment:	
4.								Date: Payment:	
5.								Date: Payment:	

☐ Attach additional sheets of paper if needed

SCHEDULE-H

☐ Not Applicable

Custody

1. If you are seeking custody, set forth the facts supporting your claim to superior entitlement to custody:

A. I have been the primary caretaker of the child(ren) as follows:

B. I have a good quality of relationship with the child(ren) as follows:

C. I have the ability to take care of the child(ren) as follows:

D. I am the more fit and competent parent to have custody as follows:

E. I am willing to support my child(ren) maintaining a relationship with both parents as follows:

F. I have the physical ability to care for the child(ren) as follows:

G. Other

☐ Attach additional sheets of paper if needed

STATE OF WYOMING) IN THE DISTRICT COURT
) ss
COUNTY OF _____) _____ JUDICIAL DISTRICT

Plaintiff:_____,) Civil Action Case No. _____
(Print name of person filing))
)
vs.) **CONFIDENTIAL**
)
Defendant:_____.)
(Print name of other parent)

CONFIDENTIAL
FINANCIAL AFFIDAVIT
W.S. §20-2-308

A financial affidavit must be completed by each parent. You must attach copies of your tax returns and W-2 forms for the most recent two years and a copy of the total amount of wages you have earned so far this year. **Parents who are self-employed must supply verified income and expense statements from their business for the two most recent years.**

THE UNDERSIGNED, _____, hereby swears or affirms,
(Print Your Name)
under penalty of perjury, that the following answers are correct and complete.

PERSONAL INFORMATION

1. Your Name: (First, Middle, Last) _____

   Gender: ☐ Male ☐ Female

2. Your Present Address: _____

   City, State, Zip Code: _____

   How long have you resided at this location? _____

   Your Mailing Address (if different from above) _____

   City, State, Zip Code: _____

3. Your Home Phone Number: (___) _____

   Your Cell Phone Number: (____) _____

A Message Phone Number: (___)_____

4. Your Social Security Number is: _____

5. Your Date of Birth is:_____

6. Your Education is: _____years of high school; _____years of college;

_____ years of trade school; _____ years other (list training) _____

7. List your degree(s) or certificate(s):_____

8. List all child(ren) involved in **this matter**:

Child's Name	**Sex**	**Birth Date**	**Social Security No.**	**Does this child live with you?**
	☐ **M** ☐ **F**			☐ **Yes** ☐ **No**
	☐ **M** ☐ **F**			☐ **Yes** ☐ **No**
	☐ **M** ☐ **F**			☐ **Yes** ☐ **No**
	☐ **M** ☐ **F**			☐ **Yes** ☐ **No**
	☐ **M** ☐ **F**			☐ **Yes** ☐ **No**

☐ Additional sheets of paper are attached (if needed)

9. List **YOUR** minor children (not named above) who **live with you**:

Child's Name	**Birth Date**	**Social Security No.**

☐ Additional sheets of paper are attached (if needed)

10. List **YOUR** minor children (not named above) who do **not live with you** but for whom **YOU** are court-ordered to pay child support:

Child's Name	Birth Date	Social Security No.
Court and Date of Order	Support/Month	Arrears (Amount Past Due)
Child's Name	Birth Date	Social Security No.
Court and Date of Order	Support/Month	Arrears (Amount Past Due)
Child's Name	Birth Date	Social Security No.
Court and Date of Order	Support/Month	Arrears (Amount Past Due)
Child's Name	Birth Date	Social Security No.
Court and Date of Order	Support/Month	Arrears (Amount Past Due)

☐ Additional sheets of paper are attached (if needed)

11. Do you owe back child support (arrears) in this case? If so, how much? $_____.

12. List any income-qualified state or federal benefits that your child(ren) receive (POWER, Medicaid, Kid Care, Title 19, General Assistance, Food Stamps, Supplemental Security Income, etc.):

CHILD'S NAME	BIRTH DATE	STATE	TYPE OF BENEFIT

☐ Additional sheets of paper are attached (if needed)

INCOME & EXPENSE INFORMATION

13. Are you currently: ☐ Employed ☐ Self-Employed ☐ Unemployed

☐ If you are employed, please provide the following:

Job No. 1:

Employer's Name: _____

Employer's Address: _____

City, State, Zip Code: _____

Employer's Phone: _____

Your Occupation: _____

Your Hourly Wage or Monthly Salary: _____

Job No. 2:

Employer's Name: _____

Employer's Address: _____

City, State, Zip Code: _____

Employer's Phone: _____

Your Occupation: _____

Your Hourly Wage or Monthly Salary: _____

Job No. 3:

Employer's Name: _____

Employer's Address: _____

City, State, Zip Code: _____

Employer's Phone: _____

Your Occupation: _____

Your Hourly Wage or Monthly Salary: _____

☐ Add additional sheets of paper if necessary to list additional jobs.

How many hours do you work each week?

Job No. 1:	**Job No. 2:**	**Job No. 3**
Regular _____	Regular _____	Regular _____
Overtime _____	Overtime _____	Overtime _____
Total _____	Total _____	Total _____

How often do you receive overtime compensation? _____

How often are you paid:

Job No. 1:	**Job No. 2:**	**Job No. 3**
☐ weekly	☐ weekly	☐ weekly
☐ every two weeks	☐ every two weeks	☐ every two weeks
☐ twice per month	☐ twice per month	☐ twice per month
☐ monthly	☐ monthly	☐ monthly
☐ annually	☐ annually	☐ annually

Date of your last salary increase or decrease: _____

14. List all income you have received for the last 12 months:

Income Source	**Monthly Amount**	**Income Source**	**Monthly Amount**
Gross Wages**	Job 1 - $ _____ Job 2 - $_____ Job 3 - $_____	Annuity	$
Unemployment	$	Spousal Support	$
Workers' Compensation	$	Contract Receipts	$
Social Security Benefits (Excluding SSI)	$	Rental Income	$
Retirement	$	Fringe Benefits/Bonuses	$
Interest/Dividend Income	$	Profit (Loss) from Self-Employment	$
Reimbursements	$	Other _____	$
Veterans' Disability	$	Other _____	$

****Gross Wage -** Monthly amounts are calculated by multiplying weekly amount by 52 and dividing by 12; multiplying bi-weekly (every two weeks) amounts by 26 and dividing by 12; and multiplying semi-monthly (i.e., paid on the 1st and 15th) amounts by 24 and dividing by 12.

☐ Additional sheets of paper are attached (if needed)

15. **IF YOU ARE EMPLOYED:** Please complete list and calculate the following:

A. **Gross income**: $_____ per month
(Amount of income from all sources before deductions)
B. Federal Income Tax: $_____ per month
C. State Income Tax: $_____ per month
D. Social Security Tax: $_____ per month
E. Medicare Tax: $_____ per month
F. Mandatory Retirement/Pension: $_____ per month
G. Premium Paid for Child(ren)'s Health Insurance: $_____ per month
H. Current Child Support Paid for Other Children: $_____ per month
I. **Total Mandatory Deductions**: $_____ per month

J. **Net Income** (line A minus line I): $_____ per month

K. Income Tax Filing Status: _____

L. Number of Dependents Claimed for Tax Purposes:_____

☐ Please provide copies of pay-stubs for all payroll deductions.

☐ Attach copies of your tax returns and W-2 forms for the most recent two years and a copy of a cumulative earning statement(s) for the current year

16. **IF YOU ARE SELF-EMPLOYED**: Please list the following:

A. **Gross income** : $_____ per month
*amount of income from all sources before deductions
B. Federal Income Tax: $_____ per month
C. State Income Tax: $_____ per month
D. Social Security Tax: $_____ per month
E. Medicare Tax: $_____ per month
F. Unreimbursed Business Expenses: $_____ per month
G. Premium Paid for Child(ren)'s Health Insurance: $_____ per month
H. Current Child Support Paid for Other Children: $_____ per month
I. **Total Mandatory Deductions**: $_____ per month

J. **Net Income** (line A minus line I): $_____ per month

K. Income Tax Filing Status: _____

L. Number of Dependents Claimed for Tax Purposes:_____

☐ **Attach <u>verified income and expense statements from your business,</u> copies of your personal and business tax returns, and 1099 forms for the most recent two years**.

17. List your work experience for the last three years:

COMPANY AND LOCATION	DATES FROM - TO	JOB DESCRIPTION/ TITLE	SALARY OR WAGE	REASON YOU LEFT

☐ Additional sheets of paper are attached (if needed)

18. Has anyone been ordered to provide health insurance for the child(ren) involved in this case, or is there any other medical provision in an existing court order? ☐ YES ☐ NO

If yes, please list who is ordered to provide insurance: _____

Are the children currently covered by insurance? ☐ YES ☐ NO

If yes, please list who is providing the insurance:_____

☐ **If you are currently providing insurance for your children, you must provide current written proof from your insurance carrier verifying the names of the actual person(s) covered under your policy.**

Is health insurance available for the minor child(ren) through your employment?
☐ YES ☐ NO

If yes, how much is the monthly premium to cover **ONLY** the minor child(ren) on the policy?
$_____

19. **Attach the following to this *Confidential Financial Affidavit*:**

If Employed:

☐ **Copies of my last two years income tax returns;**
☐ **Copies of my W-2 Forms for the last two years; and**
☐ **Copies of statements of earnings from each of my employers showing cumulative pay for this year.**

If Self-Employed:

☐ **Verified income and expense statements for the business for the two most recent years; and**
☐ **Copies of my last two years personal income tax returns.**
☐ **Copies of my last two years business income tax returns.**

PERJURY STATUTE

20. Wyoming Statute § 6-5-301 (Perjury) provides:

(a) A person commits perjury if, while under a lawfully administered oath or affirmation, he knowingly testifies falsely or makes a false affidavit, certificate, declaration, deposition or statement, in a judicial, legislative or administrative proceeding in which an oath or affirmation may be required by law, touching a matter material to a point in question.

(b) Perjury is a felony punishable by imprisonment for not more than five (5) years, a fine of not more than five thousand dollars ($5,000.00), or both.

OATH

I have read and understand the provisions of the above perjury statute. I affirm that this Confidential Financial Affidavit (including attachments) contains a complete disclosure of my income from all sources and that the representations made herein concerning my income are accurate to the best of my knowledge. I am aware that the court may punish as perjury any materially false statements knowingly made with intent to defraud or mislead.

DATED this _____ day of _____, 20____.

_____
Your Signature
(**Sign only in front of Notarial Officer or Court Clerk)**

JURAT

STATE OF _____)
) ss.
COUNTY OF _____)

Subscribed and sworn to before me on this _____ day of _____20____, by

_____.

WITNESS my hand and official seal.

_____
Notarial Officer

My Commissions Expires: _____

CERTIFICATE OF SERVICE

I certify that on _____ (date) the original of this Confidential Financial Affidavit was filed with the Clerk of District Court; and, a true and accurate copy of this document was served on the other party by ☐ Hand Delivery OR ☐ Faxed to this number _____ OR ☐ by placing it in the United States mail, postage pre-paid, and addressed to the following:

(Print Plaintiff/Plaintiff's Attorney's Name and Address)

TO: _____

_____

_____

_____
Your signature

_____
Print name

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Plaintiff:_____,)
(Print name of person filing))
)
vs.)
)
Defendant:_____.)
(Spouse) (Print name)

Civil Action Case No. _____

REQUEST FOR SETTING

The Defendant, _____ (name) requests a time and date for a hearing/trial in the District Court. The hearing/trial will take approximately _____ ☐ hours/ _____ ☐ minutes and will address the following issues:

1) ☐ The parties have reached an agreement (both parties have signed the *Decree of Divorce* and this Court requires a hearing before it will enter a *Decree of Divorce*). (NOTE: submit the ***Order Setting Hearing*** if this option is selected); OR

2) ☐ Default was entered against ☐ Plaintiff OR ☐ Defendant and this Court requires a hearing before it will enter a *Decree of Divorce*. (NOTE: submit the ***Order Setting Hearing*** if this option is selected); OR

3) ☐ The parties are not able to agree on all of the terms of the divorce and a hearing is needed on the following issues:

☐ Allocation of parental responsibilities
☐ Child support
☐ Property distribution
☐ Motion for _____
☐ Other: _____

(NOTE: submit the ***Order Setting Hearing*** if this option is selected); OR

4) ☐ The parties are not able to agree on any issues and a trial is needed for a Divorce (With Minor Children). (NOTE: submit the ***Order Setting Divorce Trial and Requiring Pretrial Statements***).

5) Any party requesting the reporting of a particular matter by the official court reporter shall make a request to the appropriate official court reporter as soon as possible, but no later than **three (3) <u>working days</u>** before the matter is set for hearing. You can provide notice to the court reporter by phone or by submitting a written request. Please

note that if providing notice through the mail, the request must be received by the court reporter no later than three working days prior to the hearing. The Clerk will be able to inform you which court reporter to contact. The three-day notice requirement will not be waived by the Court. The notice is required for all civil matters including jury trials. If a hearing is not recorded by an official court reporter, a transcript of the hearing will not be available. It is very difficult to appeal the Judge's decision if you do not have a transcript of everything that is said at the trial. Rule 904 of the Uniform Rules of the District Courts of the State of Wyoming.

DATED this _____ day of _____, 20____.

_____
Signature
Printed Name: _____
Address: _____
Phone Number:_____

CERTIFICATE OF SERVICE

I certify that on _____ (date) the original of this document was filed with the Clerk of District Court; and, a true and accurate copy of this document was served on the other party by ☐ Hand Delivery OR ☐ Faxed to this number _____ _____ OR ☐ by placing it in the United States mail, postage pre-paid, and addressed to the following:

(Insert Plaintiff/Plaintiff's Attorney's Name and Address)

TO: _____

_____

_____

_____
Your signature

_____
Print name

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Plaintiff:_____,)
(Print name of person filing))
)
vs.)
)
Defendant:_____.)
(Spouse) (Print name)

Civil Action Case No. _____

ORDER SETTING DIVORCE TRIAL
AND REQUIRING PRETRIAL STATEMENTS

THIS MATTER having come before the Court upon a *Request for Setting*, and the Court being generally advised in the premises;

IT IS HEREBY ORDERED that a trial of the above matter is hereby scheduled for Courtroom No. ____ of the _____ County Courthouse, _____, Wyoming on the _____ day of _____, 20___ commencing at __:____ o'clock __.m. (____) minutes/hour(s)/day(s) has been set aside for the trial of this matter.

IT IS FURTHER ORDERED that each party shall file and serve on the opposing party or their attorney, if represented, no later than five (5) days prior to the trial, the party's sworn statement setting forth the facts, to the best of the party's knowledge and belief, called for by Section "A" of the attached list of information, and a statement by counsel (attorney), if any, of the client's position and proof as called for by Section "B." These filings are required to narrow and simplify the issues, prevent surprise and to eliminate unnecessary proof. The material may be presented in narrative form but must be complete for purposes called for by this order. To avoid duplication, the parties or their attorneys, if any, may submit a joint statement of those items not in dispute.

Any party requesting the reporting of a particular matter by the official court reporter shall make a request to the appropriate official court reporter as soon as possible, but no later than three (3) <u>working days</u> before the matter is set for hearing. You can provide notice to the court reporter by phone or by submitting a written request. Please note that if providing notice through the mail, the request must be received by the court reporter no later than three

working days prior to the hearing. The clerk will be able to inform you which court reporter to contact. The three-day notice requirement will not be waived by the Court. The notice is required for all civil matters including jury trials. If a hearing is not recorded by an official court reporter, a transcript of the hearing will not be available. It is very difficult to appeal a decision if you do not have a transcript of everything that is said at the trial. Rule 904 of the Uniform Rules of the District Courts of the State of Wyoming.

In the event that this case settles, the parties are informed that there will be no change in the scheduling of this matter by the Court until such time as the settlement is reduced to writing and a written agreement is presented to the court. There will be no continuances or canceling of the trial date based on telephone calls.

DATED this _____ day of _____, 20____.

_____

DISTRICT COURT JUDGE

Copies sent to:

Plaintiff/Plaintiff's Attorney's Name and Address

_____

_____

Defendant/Defendant's Attorney's Name and Address

_____

_____

SECTION "A"
SWORN STATEMENT OF PARTY

Items to be included:

1. Personal data and history relevant to the issues, including name, age, prior marriages, if any, children (**use children's initials only**), present living situation of the parties and their immediate family. **For instance, where each party and the children are residing, with whom the children are residing, and how the children are being cared for during the day.** This item calls for a brief but comprehensive statement of the party's personal history as it may relate to the divorce litigation.
2. Present employment, including identity and location of employer, nature of the job, length of employment, gross and net income and benefits, including health and accident coverage, if any, its convertibility to non-group plan in event of loss of employment, terms of retirement program, all deductions from salary or wages, and prospects for the continuation of the employment.
3. Employment history and employability, including previous employment and incomes, education, training and work experience affecting employability. Include any other factors substantially affecting employability.
4. Other income, whatever the source.
5. All assets showing source of the asset (i.e., jointly purchased, gift prior to marriage), present value, basis of statement of value and statement of present salability. (**Use the last 4 digits of any financial account numbers only.**)
6. Liabilities, including amount, source, terms of the indebtedness.
7. Any other information which counsel, or the party, believe to be material to the determination of the issues.

SECTION "B"
STATEMENT OF COUNSEL

Statement of the case by counsel of the client's position with respect to:

1. Division of assets and allocation of liabilities.
2. Amount of child support:
   a. Amount called for by the child support guidelines;
   b. Why, if it is urged, there should be departure from the guidelines.
3. If alimony is claimed, the basis of the claim and the amount and duration proposed by the party.
4. If client claims exclusive or superior entitlement to "the divorce," the reasons for that position.
5. If superior suitability for primary custody of children is claimed and disputed, reasons for the claim.
6. Reasons, if any, for departure from "standard rules for custody and visitation."
7. List of witnesses and specific summary of expected testimony.
8. Exhibits.

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

Plaintiff:_____,)
(Print name of person filing))
)
vs.)
)
Defendant:_____.)
(Spouse) (Print name)

Civil Action Case No. _____

PRETRIAL DISCLOSURES

NOTE: Unless otherwise directed by the court, these disclosures must be made **at least 30 days before trial**. Within 14 days thereafter, unless a different time is specified by the court, a party may serve **and promptly file with the Clerk of District Court** a list disclosing (i) any objections to the use under Rule 32 (a) of a deposition designated by another party under Rule 26(a)(3)(B), and (ii) any objection, together with the grounds therefore, that may be made to the admissibility of materials identified under Rule 26(a)(3)(C). Objections not so disclosed, other than objections under Rules 402 and 403 of the Wyoming Rules of Evidence, are waived unless excused by the court for good cause.

Defendant submits the following initial disclosures, pursuant to Wyoming Rule of Civil Procedure 26(a)(3), required in pretrial proceedings. This information must be made available to the opposing party or the opposing party's counsel and the Court at least thirty (30) days before the trial.

A. The name and, if not previously provided, the address and telephone number of each witness, separately identifying those whom the party expects to present and those whom the party may call if the need arises.

B. The designation of those witnesses whose testimony is expected to be presented by means of a deposition and, if not taken stenographically (i.e. by a court reporter), a transcript of the pertinent portions of the deposition testimony.

C. An appropriate identification of each document or other exhibit, including summaries of other evidence, separately identifying those which the party expects to offer and those which the party may offer if the need arises.

NOTE: ***Supplementation of disclosures and responses.*** Wyoming Rules of Civil Procedure 26(e)(1) states that: A party who has made a disclosure or responded to a request for discovery with a disclosure or response is under a duty to supplement or correct the disclosure or response to include information thereafter acquired, if ordered by the court or in the following circumstances:

A party is under a duty to supplement at appropriate intervals, its disclosures if the party learns that in some material respect the information disclosed is incomplete or incorrect and if the additional or corrective information has not otherwise been made known to the other parties during the discovery process or in writing.

DATED this _____ day of _____, 20___.

Signature_____
Printed name: _____
Address: _____
_____
Phone Number: _____

CERTIFICATE OF SERVICE

I certify that on _____ (date) the original of this document was filed with the Clerk of District Court; and, a true and accurate copy of this document was served on the other party by ☐ Hand Delivery OR ☐ Faxed to this number _____ OR ☐ by placing it in the United States mail, postage pre-paid, and addressed to the following:

(Print Plaintiff/Plaintiff's Attorney's Name and Address)

TO: _____

_____

_____

_____
Your signature

_____
Print name

(check one)

Name of Witness	Address and Telephone Number	Expect to call witness to testify	*May* call witness to testify if the need arises

☐ Additional sheets of paper are attached if needed

(check one)

Document or Exhibit	Summary of Evidence	Expect to offer	*May* offer if the need arises

☐ Additional sheets of paper are attached if needed