

# District Court of Tulsa County

## Family Court Instruction Packet

### Dissolution of Marriage, Legal Separation or Paternity Determination with minor children

This Instruction Packet is for parties with **minor children** involved. Please refer to the following page for more detailed information.

**The person filing for Divorce/ Paternity (Petitioner) must serve the other party (Respondent) a copy of the following:**

- ☐ 1 Summons
- ☐ 2 Petition for Dissolution of Marriage, Legal Separation or Paternity
- ☐ 3 If an elective Application for Temporary Order is filed, a hearing shall be set within 30 days and if Domestic Violence is documented, a hearing is set within 10 days with your assigned judge. See forms at: [www.tulsacountydistrictcourt.org/forms.html](http://www.tulsacountydistrictcourt.org/forms.html)
- ☐ 3 Notice of Parenting Plan Conference
- ☐ 4 This Instruction Packet

**Ways to serve the Respondent:**

- ☐ **Certified Mail** sent by the Family Relations Court Clerk. The green card returned by the Post office must be signed and filed to show proof of service by certified mail, return receipt requested and delivery restricted to the addressee, or
- ☐ **Sheriff's Department**-the Sheriff will file a return of service, or
- ☐ **Private Process Server**- the Private Process Server will file a return of service, or
- ☐ A **Waiver of Service** can be signed by the Respondent and filed. The Respondent MUST wait 24 hours after the Petition is filed before the waiver can be signed and filed.

**Both Parties MUST:**

- ☐ Watch the two videos on the Tulsa county District Court website under *Parenting Planning Conf.* link
- ☐ Comply with DR 5- Discovery (attached)
- ☐ Attend Parenting Planning Conference. Alternatively, PPC waiver instruction is on the following page.
- ☐ Attend a 4-hour Parenting Class. Information is in the Divorce Packet with Children, on the 2<sup>nd</sup> floor, court clerk's office.
- ☐ Show proof of no bankruptcy. If either party has filed bankruptcy in the last 6 years, proof of discharge must be filed

**If both parties AGREE (or do not contest):**

The Petitioner may submit an Agreed dissolution/Legal Separation or Paternity on or after the 91<sup>st</sup> day of filing the petition.

**The following documents are attached to this Instruction Packet:**

1. The Divorce Packet with Children. If you do not have children, only use the first two pages (Jurisdictional Testimony Affidavit for Divorce without children)
2. Local Rule DR 5

**Information for Parenting Plan Conference (PPC):**

1. Only required if a minor child is involved.
2. Located on the 6<sup>th</sup> floor, Court 605 (temporarily relocated to Faulkner Bldg., 303 W. 1<sup>st</sup> St., Tulsa)
3. Starts at 9:30 (date issued by the Family Relations Court Clerk)
4. Parties are encouraged to work out an Agreed Temporary Order
5. If both parties do not have an attorney, the parties will meet with the Family Resource Coordinator (FRC) at the end of the conference.

**Waiver of the PPC conference:**

The following must be filed prior to your PPC hearing date.

1. Proper service documentation
2. DHS disclaimer
3. Both parties filed attestation
4. Both parties filed parenting class certificate
5. AGREED temporary order and child support computation signed and filed.
6. If DHS is a party to your case, you are unable to waive the PPC hearing.

**Information if both parties AGREE and do not Contest:**

1. The Petitioner MUST wait the appropriate time frame from the time the petition or waiver was filed;
2. After the 91 days, an Agreed Decree and exhibits can be placed in the assigned Judge's inbox. Dockets A, B, C, and E are in the Family Court Area on the 3<sup>rd</sup> Floor, Docket D is located on the 6<sup>th</sup> floor.
3. If parties do not have an attorney involved in the case, they can schedule an appointment with the FRC to verify the paperwork is in order. The FRC cannot provide legal advice but has an approved checklist to review all documents.
4. The following documents are required:
  - a. Decree of Dissolution of Marriage, Legal Separation or Paternity
  - b. Joint Custody Plan
    - i. Only applies to Joint Custody
    - ii. Must be signed by both parties (*and* notarized or in proper form).
5. Child Support Computation (must be signed by parties including DHS if a party)
6. File-stamped copy of the Jurisdictional Testimony Affidavit. Only applies to Divorce/Legal Separation. (All issues addressed in Jurisdictional Testimony Affidavit should be addressed in proposed Decree)

**The Family Resource Coordinator:**

1. Located on the 3<sup>rd</sup> Floor, Family Court Area, Office 353. FRC can be reached by email [steven.amend@oscn.net](mailto:steven.amend@oscn.net) or call 918-596-5335.
2. Available to help self-represented litigants through this process and provide information regarding case examples and community resources.
3. **The FRC CANNOT provide legal advice. For legal assistance, please contact an attorney.**

## **RULE DR 5. Discovery**

1. Within twenty (20) days of the date of service of summons or no later than 24 hours before the Parenting Plan Conference, both parties shall exchange copies of the following documents:
  - a. An accurate and provable statement of the parties' gross monthly income received from all sources within 90 days prior to the date of service;
  - b. An accurate and provable statement of monthly employment-related childcare expenses;
  - c. Evidence of medical insurance coverage and premium cost;
  - d. An accurate and provable list of monthly living expenses.
2. No later than 48 hours before a Temporary Order Hearing both parties shall exchange copies of the following documents:
  - a. An accurate and provable statement of the parties' gross monthly income received from all sources within 90 days prior to the date of the temporary order hearing.
  - b. Complete tax returns for three (3) years prior to date of the temporary order hearing;
  - c. An accurate and provable statement of monthly employment-related childcare expenses for 90 days prior to the temporary order hearing;
  - d. Evidence of medical insurance coverage and premium cost (for the children only);
  - e. An accurate and provable list of marital debts, stating the purpose of the debt and the amount of monthly payments for all existing debts and obligations; and
  - f. An accurate and provable list of monthly living expenses.
3. All additional discovery shall be commenced within forty-five (45) days of the date of service of summons or notice of hearing, absent agreement of the parties or an order of the Court.

## **DIVORCE PACKET WITH CHILDREN**

Includes: Jurisdictional Testimony Affidavit, Attestation Form, Instruction for PPC, Email info for Clerk  
Jurisdictional Testimony Affidavit must be notarized and turned in with Decree

**IN THE DISTRICT COURT OF TULSA COUNTY  
STATE OF OKLAHOMA**

Petitioner,	)	
	)	
	)	Case No. _____
	)	
Respondent.	)	Docket _____
	)	

**JURISDICTIONAL TESTIMONY AFFIDAVIT**

(TO BE FILED BY THE PARTY)

**Petitioner/Respondent (circle one)**, in support of the request for a divorce alleges and states that:

1. JURISDICTION: **Petitioner/Respondent (circle one)** was for more than six months preceding the filing of the Petition herein an actual resident, in good faith, of the State of Oklahoma, and resident(s) of Tulsa County, for thirty days at the time the Petition was filed.
2. MARRIAGE: The parties were married to each other on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in \_\_\_\_\_ (City and State).
3. GROUNDS: A state of irreconcilable incompatibility has arisen between the parties which destroyed the legitimate aims of the marriage and renders its continuation impossible, by reason of which each party is entitled to a divorce.
4. CHILDREN: There are \_\_\_\_\_ minor child(ren) that have been born or adopted since the parties have been married. Wife is not now pregnant.
5. CUSTODY: The custody arrangement stated in the Decree is in the best interest of the minor Child(ren) or ( ) not applicable.
6. PROPERTY: The parties agree that the Decree fairly and equitably divides the marital property and debt.
7. FORMER NAME: Petitioner/Respondent (circle one) wishes to be restored to his or her former name of \_\_\_\_\_ or ( ) not applicable.
8. BANKRUPTCY: Neither party has filed for bankruptcy in the past six years.
9. ADMONITION: Both parties understand that they cannot marry anyone else, other than each other, in the State of Oklahoma for the next six months. Both parties understand that if they marry someone else outside the State of Oklahoma, they cannot live with that person in the State of Oklahoma as husband and wife for the next six months. Both parties understand that the divorce

is final for other purposes once the Decree is approved by the Judge and filed in the above case number.

\_\_\_\_\_  
Petitioner/Respondent signature (circle one)

**VERIFICATION**

STATE OF OKLAHOMA                    )  
  ) SS.  
COUNTY OF TULSA                    )

I, \_\_\_\_\_, of lawful age, being first duly sworn, upon oath depose and state.

I am the above-named **Petitioner/Respondent (circle one)**. I have read the above and foregoing document. The contents, statements and allegations are all true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Petitioner/Respondent signature (circle one)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in Tulsa, Oklahoma.

\_\_\_\_\_  
Notary Public

## PARENTING PLAN CONFERENCE PROCEDURE – EFFECTIVE JANUARY 2025

1. At the time of filing, you will be given a date for your Parenting Plan Conference (PPC)
2. The PPC date is when you will enter a Scheduling Order and reach Temporary Order Agreements in your case.
3. If DHS is an interested party in your case, they must sign any Temporary or Final Order paperwork in your case.
4. Prior to your PPC date, go to the website **[www.tulsacountydistrictcourt.org](http://www.tulsacountydistrictcourt.org)** and click on “Parent Planning Conf” and watch both of the following required videos:
  - Judge’s “Parenting Through Divorce” video, and
  - “Listen to the Voices of the Children of Divorce” video
5. After watching both videos, print out the Attestation Form available on the same website and sign it before a Notary Public. (**NOTE:** You are signing this document under penalty of perjury.) Then, file the notarized Attestation Form with the Family Relations clerk on the 2<sup>nd</sup> floor of the Courthouse. Bring a copy of the notarized Attestation Form to your PPC.
6. Sign up for your required 4-hour parenting seminar. **You must complete one of these:**
  - “Helping Children Cope with Divorce” offered by Family & Children’s Services in Tulsa <https://www.fcsok.org/classes/>
  - “Co-Parenting for Resilience” through Oklahoma State University online at <https://humansciences.okstate.edu/fcs/coparenting>
  - “Coparenting Success” offered by Coparenting Academy online at <https://coparentacademy.com>

If you complete all the following requirements prior to your PPC date, then your PPC setting can be waived:

- Watch both required videos
- File your notarized Attestation Form
- Complete the required four-hour parenting seminar and file your certificate of completion
- Reach a Temporary Order Agreement signed by all necessary parties and provide it to the Court for approval

Temporary Order paperwork is available on the Tulsa County District Court website: <http://tulsacountydistrictcourt.org> click “Family Court” tab, then click “Family Court Forms”.

**Attorneys and parties shall attend the PPC unless all requirements have been completed prior to the PPC setting.**

If you are representing yourself and have questions, please contact:

Steven Amend  
Family Resource Coordinator  
918-596-5335  
[steven.amend@oscn.net](mailto:steven.amend@oscn.net)

## Tulsa County Parenting Planning Conference Attestation Form

I hereby declare, under penalty of perjury, that I have watched both Parenting Through Divorce video and the “Listen to the Voices of the Children of Divorce” video provided for viewing on the Tulsa County Courthouse website.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Printed Name

State of \_\_\_\_\_  
County of \_\_\_\_\_

The forgoing document was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
\_\_\_\_\_, Notary Public  
Name

My commission expires: \_\_\_\_\_



**IN THE DISTRICT COURT OF TULSA COUNTY  
STATE OF OKLAHOMA**

\_\_\_\_\_) )  
\_\_\_\_\_) )

**Petitioner,**

**DIST CT. CASE NO:** \_\_\_\_\_

**And**

\_\_\_\_\_) )  
\_\_\_\_\_) )  
**Respondent.** \_\_\_\_\_)

**OK IV-D FGN:** \_\_\_\_\_

**OBLIGOR:** \_\_\_\_\_

**CUSTODIAN:** \_\_\_\_\_

**TEMPORARY ORDER AGREEMENT**

The following Temporary Order Agreement entered by the parties is hereby approved and Made an enforceable Order of this Court.

**I. TEMPORARY CUSTODY:**

Child's name:

Date of Birth:

Custody to:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**2. PARENTAGE:**

Paternity for the child(ren) named above has been previously established.

- ☐ Paternity was adjudicated in a previous court order titled \_\_\_\_\_ filed on \_\_\_\_\_
- ☐ \_\_\_\_\_ in ☐ District ☐ Administrative ☐ Tribal Court in \_\_\_\_\_ County, State of \_\_\_\_\_ in case number \_\_\_\_\_.
- ☐ The child(ren) named above were born during this marriage and ☐ Petitioner ☐ Respondent is the father based on an unrebutted presumption.
- ☐ Petition ☐ Respondent is the father of the minor child(ren) named above having Properly executed an acknowledgment of Paternity.

Paternity is established and adjudicated by this order.

The Court adjudicates the ☐ Petitioner ☐ Respondent as the father of the minor children Named above based on:

- ☐ father's voluntary acknowledgement as the father and his waiver of genetic testing.
- ☐ being in default.
- ☐ other: \_\_\_\_\_.

Notice to Vital Records:

- ☐ Reserved to final order.

☐ The Oklahoma Department of Health, Division of Vital Records is ordered to add the name of \_\_\_\_\_ as the father on the child(ren)'s birth certificate(s) if his name has not already been added. Father's date of birth is \_\_\_\_\_ and state of birth is \_\_\_\_\_.

3. VISITATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **TEMPORARY CHILD SUPPORT:** The ☐ Petitioner or ☐ Respondent is the Obligor and is ordered to pay the sum of \$\_\_\_\_\_ per month beginning on \_\_\_\_\_, 20\_\_\_\_. The child support is calculated according to the Oklahoma Child Support Guidelines and a copy of the Child support computation form is attached hereto and has been approved by the court.

**MEDICAL SUPPORT:** Current Coverage:

☐ Petitioner ☐ Respondent is providing health insurance coverage for the minor child(ren) through ☐ Employer ☐ Indian Health Services ☐ DEERS ☐ other \_\_\_\_\_ ☐ Government Medical Assistance Program and the cost is apportioned according to the Oklahoma Child Support Guidelines.

Cash Medical: ☐ Petitioner ☐ Respondent shall pay cash medical support in lieu of health Insurance in the amount of \$\_\_\_\_\_ per month as included in the child support amount above. The cash medical amount shall be terminated when the child(ren) are enrolled in an accessible health insurance plan. The party providing health care insurance must provide proof to the court, CSS, and the other party that the child(ren) is/are covered before the cash medical support will be terminated. The cash medical support shall be terminated by notice sent to the parties by regular mail.

Lapse in Coverage:

If neither parent has health care coverage available for the child(ren), or available health care coverage ceases. ☐ Petitioner ☐ Respondent ☐ Both Petitioner and Respondent shall obtain accessible health care coverage for the minor child whenever such coverage is available through public, employer or private plan, at a reasonable cost as defined by 43 O.S. 118F(D)(1).

Non-Covered Expenses:

Each parent shall pay their proportionate share, as set out in the attached Oklahoma Child Support Guidelines, of the reasonable and necessary medical, dental, orthodontic, optometric, Psychological, or any other physical or mental health expenses for the minor child(ren) not covered by insurance or other health care plan.

**CHILD CARE:**

☐ The obligor's share of childcare expenses is included in the attached Oklahoma Child Support  
☐ The obligor's share of childcare expenses is included in the attached Oklahoma Child Support Guidelines and in the monthly child support amount ordered above.  
☐ Childcare is not currently being expended, but should such expenses occur, the Obligor is ordered to pay his or her proportionate share, as set out in the Oklahoma Child Support Guidelines, as additional child support, commencing on the same day and to be paid in the

same manner, as current child support set out above. The custodial parent shall provide timely documentation to the Obligor of said expenses.

### CHILD SUPPORT SERVICES:

☐ The Court has made inquiry and public assistance money, medical support, or child support services under the state child support plan **HAVE** been provided for the benefit of the child(ren) and therefore DHS is a necessary party to this action. An immediate income assignment is ordered pursuant to 12 O.S. §1171.3 (G)(1). The issue of child support owed by either parent for a period prior to this Order is reserved for future determination.

**METHOD OF PAYMENT:** All child support payments shall be made by employer's check, cashier's check, money order or government check, payable to the Oklahoma Department of Human Services, identified with the above FGN number on the face of the payment (or Social Security Number if no FGN is available) and mailed to:

Oklahoma Centralized Support Registry

P.O. Box 268849

Oklahoma City OK 73126-8849

☐ The Court has made inquiry and public assistance money, medical support, or child support services under the state child support plan **HAVE NOT** been provided for the benefit of the child(ren).

5. **TEMPORARY ALIMONY:** Amount (per Wk/Mo) \$\_\_\_\_\_ Beginning \_\_\_\_/\_\_\_\_/\_\_\_\_

6. **TEMPORARY PROPERTY DIVISION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. DEBTS:	PETITIONER PAYS:	RESPONDENT PAYS:
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. **BANKRUPTCY:** Each party represents to the court they:

☐ have not filed a bankruptcy proceeding in the previous six (6) years, nor are currently involved in a Bankruptcy proceeding.

☐ have filed a bankruptcy proceeding in the previous six (6) years or are currently involved in a bankruptcy proceeding. ☐Petitioner ☐ Respondent Bankruptcy Case No.:\_\_\_\_\_

9. **MODIFICATION OF PREVIOUS ORDER (EXCEPT CHILD SUPPORT PROVISIONS):**

\_\_\_\_\_  
\_\_\_\_\_

10. **ADDITIONAL ORDERS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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☐ Oklahoma Child Support Guidelines computation form is attached hereto and made a part of this Order.

Pursuant to Title 43 Section 104.1; the above constitutes the Judge's findings and recommendations in this case. If either party disagrees with these findings and recommendations, they may file an objection with the assigned Domestic Judge within three (3) days from today's date.

Dated: \_\_\_\_\_

\_\_\_\_\_  
JUDGE OF THE DISTRICT COURT

\_\_\_\_\_  
Petitioner Dated

\_\_\_\_\_  
Respondent Dated

\_\_\_\_\_  
Attorney for Petitioner Dated

\_\_\_\_\_  
Attorney for Respondent Dated

\_\_\_\_\_  
State's Attorney, DHS Dated

## **CERTIFICATE OF SERVICE**

This is to certify that copies of the foregoing Temporary Order Agreement were served as follows:

In person on this date to

- ☐ Obliger
- ☐ Attorney for the Obligor \_\_\_\_\_
- ☐ Custodial Parent
- ☐ Attorney for Custodial Parent
- ☐ State's Attorney, CSE, OKDHS \_\_\_\_\_
- ☐ Other \_\_\_\_\_

By regular mail on \_\_\_\_\_, 20\_\_\_\_, to:

- ☐ Obligor at Address of Record
- ☐ Attorney for the Obligor at the address listed above
- ☐ District Attorney
- ☐ Attorney for the Custodial Parent at the address listed above
- ☐ State's Attorney, \_\_\_\_\_
- ☐ Other \_\_\_\_\_

at \_\_\_\_\_  
\_\_\_\_\_

### ADDRESS FOR CHILD SUPPORT OFFICES IN TULSA COUNTY:

Child Support Services  
DHS, State of Oklahoma  
P.O. Box 27068  
Tulsa, OK 74149  
918-430-2400 phone  
918-430-2364 fax