

**[AMENDED effective August 24, 2023]**

**RULE DR 1. Assignment of Family Cases**

1. All Family cases, including Habeas Corpus actions seeking custody of minor children, DHS, and Paternity cases, shall be assigned at the time of filing to one of the Family Division Dockets by random computer function.
2. An assigned case will remain on the assigned docket from filing, including temporary orders, through any post-decree matter. The setting of the case will be determined by the Judge assigned to the docket. Nothing in this rule is intended to prohibit administrative reassignment to a docket which promotes judicial economy (e.g., indirect contempt of court for failure to pay child support).
3. Unless otherwise ordered, the following cross-docket assignments will control:
  - a. Adult Protective Services filing with guardianship filings shall be assigned to the Guardianship Division;
  - b. Protective Order filings with domestic filings shall be assigned to the Family Division.
4. In any case where the Department of Human Services, Oklahoma Child Support Services, is a necessary party as provided in 43 O.S. § 112(F), the case may be set on or continued to the designated DHS Docket by the Judge assigned to the case.

**RULE DR 2. Miscellaneous Family Case Assignments and Transfers**

The Chief Judge of the Family Division may transfer cases from one Judge to another for good cause shown at the request of the assigned Judge.

**[AMENDED effective August 24, 2023]**

**RULE DR 3. Pre-Decree Orders**

**1. Temporary Orders**

All applications for temporary relief shall:

- Be presented to the Judge on the assigned docket;
- Be verified and show both the applicants need for the temporary relief and the respondent's ability to pay;
- Set forth reasonable amounts;
- Be left in the box designated for the assigned Judge; and
- Have a copy of the divorce petition attached as well as the UCCJEA, if applicable.
- If the Petition for Dissolution of Marriage is with minor children, the parties must attend the Parenting Plan Conference (PPC) and obtain a referral from the PPC Judge.

**2. Ex Parte Temporary Orders**

Applications for ex parte temporary orders and ex parte emergency orders are heard by the Judge on the assigned docket, as provided in Rule DR 1(3). At the show cause hearing, the moving party shall have the burden to show cause as to why the emergency order should continue. If a restraining order is issued, a hearing will be set before the assigned Judge within ten (10) business days. All applications for ex parte temporary orders or ex parte emergency orders shall be presented to the assigned Judge prior to 3:30 p.m. and shall certify compliance with CV 4.

**[WITHDRAWN effective August 24, 2023]**

**RULE DR 4. Agreed or Default Decrees and Judgments**

Withdrawn.

**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 child care expenses;
- c. Evidence of medical insurance coverage and premium cost; and
- d. An accurate and provable list of monthly living expense.

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 the date of the temporary order hearing;
- c. An accurate and provable statement of monthly employment-related child care expenses for 90 days prior to the temporary order hearing
- d. Evidence of medical insurance coverage and premium cost;
- e. An accurate and provable list of all 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 expense.

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.

**[AMENDED effective August 24, 2023]**

**RULE DR 6.        Pretrial Orders**

All Applications to Set Pretrial Conference, Orders Setting Pretrial Conference, and Pretrial Orders for Family cases must be submitted on the Family Division pretrial order form available from the Court Clerk's office or substantially similar from with all required information. A pre-trial order must be submitted by the parties before a case will be set for trial.

**[WITHDRAWN effective August 24, 2023]**

**RULE DR 7. Trial Settings**

Withdrawn.

**[AMENDED effective August 24, 2023]**

**RULE DR 8.**

**Post-Decree Proceedings**

Applications for post-decree relief, including, but not limited to, motions to modify and citations for contempt, shall be verified pursuant to Rule 4 of the Oklahoma Rules for the District Courts and presented to the Judge on the assigned docket. The Motion and Summons must be served in compliance with 12 O.S. § 2005.1.

**ADOPTED 04282016; AMENDED 10232025**

**RULE DR 9. COURT-ORDERED EDUCATIONAL PROGRAMS IN ACTIONS WHERE  
MINOR CHILDREN ARE INVOLVED**

In addition to the requirements set forth in 43 O.S. Section 107.2 and pursuant to 43 O.S. Section 107.2 (C) of the statute, this Court adopts the following local rule:

1. The seminar provider shall use a presenting team, comprised of professionals, one male and one female, both with master's degrees or higher.
2. The seminar provider shall request the participants give their name and court case number. For those participants who provide the information, the seminar provider shall send verification of the participant's attendance to the Court.
3. The seminar provider will arrange for on-site, professionally licensed security at all times, from immediately prior to, during, and after each seminar.
4. The provider must offer a service that allows one party to attend the seminar at a time when the other parent is not attending, if so requested.
5. The provider must be approved by the 14<sup>th</sup> Judicial District and must be a licensed provider of a curriculum approved by the 14<sup>th</sup> Judicial District.
6. In addition to and supplementing the required statutory components, the following topics are to be covered in a four (4) hour seminar through the use of video, role playing, lecture and discussion:
  - a. The divorcing process, with emphasis on the emotional stages of divorce;
  - b. The changing parent-child relationship following divorce;
  - c. The developmental stages of children, and the particular needs of children in each of those stages;
  - d. How to tell children about divorce;
  - e. Developing a co-parenting plan;
  - f. Conflict management and dispute resolution;
  - g. Stress indicators in children;
  - h. Financial obligations of child-rearing;

- i. Learning how to negotiate in ways that enhance the adjustment of the children to the separation of their parents;
- j. What behavior parents can expect from their children—what is normal, what is not;
- k. How to help children make the transition from living with both parents to living alternately with their parents, or living with one parent and visiting with the other.

7. Upon a party's failure to successfully complete the seminar pursuant to the statute and this rule, the Judge assigned to the case may take appropriate action, including, but not limited to, the following:

- a. The Court may decline to hear the petition, application, motion or other request for relief of the party who fails to complete the program, and may decline to hear future requests for relief pending completion of this program;
- b. The Court may consider a party's failure to attend and complete the program as a factor in determining the best interest of the child;
- c. The Court's action on a petition, application, motion or request for relief will not be delayed by a non-moving or responding party's refusal or delay in completing the seminar; and
- d. The assigned Judge may waive attendance of the seminar for good cause shown.

8. At the discretion of the Chief Judge of the Family Division, the directives under this rule may be relaxed or suspended temporarily to permit studies of the effects of the programs and requirements contemplated by this rule.

**[WITHDRAWN effective August 24, 2023]**

**RULE DR 10. Application of Families In Transition (FIT) Program**

Withdrawn.

**[AMENDED effective August 24, 2023]**

**RULE DR 11. Application of Civil Rules**

The Civil Rules contained in the previous section (Rule CV 1 *et seq.*) are applicable to Family cases unless otherwise in conflict with this section (Rule Dr 1 *et seq.*).

**[NEW RULE effective August 24, 2023]**

**DR 12. Effect of Open DHS Investigations in Emergency Proceedings**

If a referral is made to DHS/Child Protective Services on a good faith belief of abuse or neglect of a child and an investigation is commenced by DHS/Child Protective Services, and an *ex parte* emergency order has been granted by the Judge, then the show cause hearing may be stayed if neither party objects until the DHS/Child Protective Services investigation has been closed and reports have been produced to counsel through the court.

**[NEW RULE effective August 24, 2023]**

**DR 13. Production of Pre-marked Exhibits to the Court for Video/Telephonic Hearings**

When an electronic hearing with exhibits is anticipated and authorized in advance, the Court may direct when and how anticipated exhibits shall be exchanged and utilized. In the absence of contrary directions, pre-marked exhibits shall be delivered to the Judge's inbox at least two business days prior to the scheduled video or telephonic hearing.

**[NEW RULE effective August 24, 2023]**

**DR 14. Contact Information on Pleadings**

Every counsel or *pro se* litigant filing a pleading shall include his/her current information with each pleading at which to be contacted, including a mailing address of record, telephone number, and email address. *Pro se* litigants shall file a *Pro Se* Entry of Appearance with his or her contact information including address for service of process.

Under 12 O.S. § 2005.2(E) counsel and *pro se* litigants are required to notify the Court and opposing counsel or *pro se* party if this information changes. The failure to update the last address of record will not affect service to the address given on the Entry of Appearance and will constitute good service upon which a default may be granted.