

Initial Screening Form**Dissolution/ Divorce – Uncontested**

Background questions? (name, address, age, employment, children, living arrangements)

List all requirements prior to filing (e.g. lived apart for a year)

	Yes	No	Partial	Unsure	NA
1 Is there full agreement between both parties on the following issues?					
Division of property and assets/liabilities	1	2	3	4	0
Parenting Plan/ Custody/Visitation	1	2	3	4	0
Child Support	1	2	3	4	0
Spousal support	1	2	3	4	0
<hr/>					
2 Have you prepared all required court documents?					
<i>List of documents/ Links to documents and instructions/definitions if available on the web</i>					
Information/Case Designation Sheet	1	2	3		
Petition/Complaint	1	2	3		
Financial Disclosure Statement	1	2	3		
Separation agreement (addresses asset/debt division/spousal support i.e. non parenting matters)	1	2	3		
Parenting plan (addresses parenting decision-making, child support and medical support)	1	2	3		
Parenting Proceeding Affidavit	1	2	3		
Voluntary Appearance	1	2	3		
Draft order/entry	1	2	3		
<hr/>					
3 Are all of the required documents completed and signed with all affidavits notarized?	1	2	3		
<hr/>					
4a If yes to all parts questions 1, 2, and 3 - Person is ready to have their case processed immediately					
You have completed all the necessary steps to start your divorce proceeding. Once you have filed the petition with the court, there is a mandatory waiting period. During that time, you will need to obtain a final hearing date, notify the other party, attend your final hearing, and obtain your certified copy of the divorce decree. Additionally, do not forget miscellaneous items, such as changing vehicle titles, deeds, and names on accounts. For instructions/information on any of these items, please click the links below (or in person, ask the court staff)					
Waiting period					
Obtaining and notification of final hearing date					
Final hearing					
Obtaining certified copy					
Next steps (e.g. refinance debt, quitclaim deed, change vehicle titles and accounts, etc.)					
Any other steps to finalize process...					

4b **If "no", "partial", or "unsure" to any part of question 1, 2, or 3 - Person is a may need minimal assistance before having their case processed**

What information, services, or assistance do you need to help you through this process? (Check all that apply)

- Information about the divorce process
- Help with court forms (*links or access to forms and instructions*)
- Help with drafting the Separation Agreement
- Help with drafting a Parenting Plan
- Help with deciding financial issues (dividing assets/liabilities, setting spousal support)
- Help with computing support (spousal and child), guidelines, and calculators
- Online communication tools (e.g. OurFamilyWizard)
- Legal Aid
- Parenting education and support e.g., effect of separation/conflict on children, communications coaching, transitioning into shared parenting, etc.
- Child education and support (e.g., transitioning into a restructured family, peer support groups)
- Mediation
- Early Neutral Evaluation/Assessment
- Therapeutic Services for parent and/or child
- Unsure of specific type of assistance, but would still like help
- None: I do not expect agreement from the other party

Decision point for Courts - How to ensure the litigants gets the service they need (e.g. - self-help, links, etc.) to continue and not "get stuck"

If assistance is received, person is ready to have their case processed immediately

5a Once you have the information and services needed, next steps to keep the process going

See 4a above - List same information

If nothing is selected or the services/assistance were not sufficient, person is moved to triage

5b Case triage

Possible Safety questions to include with initial screening

	Yes	No	NA
1 Are you afraid for your safety?	1	2	3
2 Are you afraid for the safety of your children?	1	2	3
3 Has the other party ever physically hurt or harmed you?	1	2	3
4 Has the other party ever physically hurt or harmed your children?	1	2	3
If yes,			
If so, have the police been involved?	1	2	3
Are there any court orders such as peace bonds, probation orders, bail conditions or restraining orders?	1	2	3
Are there any pending criminal charges between you and the other party?	1	2	3
5 Would you like assistance in obtaining an emergency protection order now?	1	2	3
6 Have you ever stayed at a transition house or shelter/safe house because of the other party's actions?	1	2	3
7 Has the other party ever followed you, had you watched, tracked your phone calls/emails or threatened/harassed you to cause you to fear the safety of you or your children?	1	2	3
8 Has the other party ever taken your passport or citizenship documents or threatened to have you deported?	1	2	3
9 If you have a disability or require supports for daily living care, has the other party ever refused or threatened to refuse to provide food, suitable clothing, medical attention or the supports for daily living?	1	2	3