

# McFARLING



## LAW GROUP

### UNCONTESTED CUSTODY LITIGATION

At McFarling Law Group (“the law firm”), we take an extra step to keep our clients informed about what to expect throughout their case. Below is a step-by-step list of what to expect from beginning to end during your uncontested custody litigation.

#### Step 1

We will prepare your Complaint for Custody, Decree of Custody and miscellaneous documents that have to be filed in your case, including the information you provided in your intake sheet. If additional information is needed, the legal assistant assigned to your case will contact you to request it.

#### Step 2

You will receive a draft of the documents prepared in Step 1, for review and signature. If any revisions are needed, you must contact the legal assistant assigned to your case. She will make revisions to your paperwork and re-send it to you for signature. **Once you approved the contents of all the documents, please have the other parent sign the following documents:**

- Decree of Custody
- Certificate of Self Representation
- Waiver of Service
- Answer to Complaint for Custody

You must sign the following documents:

- Complaint for Custody
- Decree of Custody
- Affidavit of Plaintiff

Have a friend, co-worker, or relative over the age of 18, sign the Affidavit of Resident Witness.

#### Step 3

Return all signature pages to our office via e-mail or fax and mail. The signatures on the Decree of Custody must be **original**. If your case involves children, please provide us with your certificate of completion of the Cope Seminar.

#### Step 4

Once you have turned in all your signature pages, we will first file your Complaint for Custody. This must be filed prior to any other pleadings.

**Step 5**

We will file all other pleadings, except the Decree of Custody.

**Step 6**

We will submit the Decree of Custody to the judicial department assigned to your case, for signature. Normally it takes 2-3 weeks for the judge to sign the Decree of Custody. Note: we have no control over this time frame.

**Step 7**

Our runner service will pick up and e-file your Decree of Custody, and then you will be officially divorced.

**Step 8**

We will send a courtesy copy of the Decree of Custody to you via e-mail, and to the other parent, via U.S. Mail.

**Step 9**

We will withdraw and close your case.