

**ARCHDIOCESAN TRIBUNAL**  
**ARCHDIOCESE OF OKLAHOMA CITY**  
**7501 NORTHWEST EXPRESSWAY**  
**P. O. Box 32180**  
**OKLAHOMA CITY, OKLAHOMA 73123**

**(405) 721-5651**

**FAX: (405) 709-2893**

**Instructions for Completing a Formal Case Form**

1. Obtain a copy of the Formal Case Request Form.
  - a. An online version of this form is available on the Archdiocesan Tribunal page of the Archdiocese of Oklahoma City website at [www.archokc.org](http://www.archokc.org). Once the Request Form is completed, print a copy that will be signed by the Petitioner and the Pastor/Deacon.
    - Although the online form is recommended, paper copies of the Request Form will be available at each parish.

**Request Forms that not signed, or contain insufficient information** (*missing names or addresses, incomplete Baptism or Wedding dates and/or locations, witness names or contact information*) **will be returned with a request to provide more complete information.**

All forms must include:

- Copy of updated baptismal certificate (if either Petitioner/Respondent are baptized Catholic)  
\*\*\*\*If either Petitioner or Respondent has made a Profession of Faith, written verification (including date and location) will be needed.
  - Copy of marriage license/certificate.
  - Copy of final divorce decree.
2. Complete the Formal Case Request Form.
    - a. Page 1 – Contact information for Petitioner and Respondent.
      - If you (Petitioner) or your former spouse (Respondent) are Catholic, please provide the exact date and location of the Baptism. (*A copy of the Baptismal certificate will be needed to verify the date and location of this sacrament.*)
      - The former spouse must have the right to offer his/her insights regarding the union. If he/she cannot be found, or does not cooperate, the case will continue to a just conclusion.
    - b. Page 2 – Please provide detailed information regarding the date/location of the wedding ceremony and date/location of the divorce proceedings. (*A copy of the marriage license/certificate and final divorce decree will be required to verify dates and locations.*)
    - c. Page 3 – Witness Contact Information. Written testimony regarding the marriage is required in order to process an annulment case. Provide the name, mailing address, and relation for at least three (3) persons you wish to designate as witnesses. Witnesses can include any family or friend that observed you and/or the Respondent before or during the marriage. Questionnaires will be mailed to these individuals, as well as your parents (*unless the Tribunal is advised otherwise*).
    - d. Pages 4-10 – Case History of the Marriage. Answer all questions with sufficient detail to provide information about you and your former spouse
      - *According to canon 1598. 1º of the 1983 Code of Canon Law, both parties will be given the opportunity to review information obtained for this case.*
      - *Once all testimony has been received, each party will receive a letter with details regarding the opportunity to review the Acts of the Case. Although this part of the process is optional, both parties will be instructed to schedule an appointment with Sister Kathy Olsen if they choose to exercise their right to review the testimony.*

3. Send the completed Formal Case Request Form (*signed by both the Petitioner and the Parish Priest/Deacon*) to the Archdiocesan Tribunal Office.
  - Request Forms that are received without a signature, or contain insufficient information (*missing names or addresses, incomplete Baptism or Wedding dates and/or locations, witness names and contact information*) will be returned with a request to provide complete information.
  - All forms must include:
    - Copy of updated baptismal certificate (if either Petitioner/Respondent are baptized Catholic)
      - \*\*\*\*If Petitioner or Respondent made a Profession of Faith, written verification including date and location will be needed.
    - Copy of marriage license/certificate.
    - Copy of final divorce decree.
4. After the application and marital history is accepted by the Tribunal, the Petitioner will receive a letter indicating the next step in the process.
5. As the case proceeds, both parties will be kept informed through periodic correspondence.