



James D. Saint

Attorney At Law
SB# 24046787



UNCONTESTED DIVORCE PROCEDURE

After you have met with James D. Saint and retained SaintLegal, PLLC, the following procedure will take place:

1. Your Original Petition for Divorce will usually be filed with the Court within three (3) days. This starts the statutory 60 day waiting period. Your spouse **will not** be served.
2. You will be mailed two copies of the file marked Original Petition for Divorce. Please forward one copy to your spouse. You will receive a Decree / Order Form at this time to complete and return to the attorney setting out the terms and conditions of your agreement with your spouse.
3. You should contact James D. Saint to discuss the final settlement. You will be required to provide your attorney with the following information prior to a Final Decree of Divorce being prepared:
 - a. Copies of a Deed of Trust and/or Mortgage Note for any real property owned by you or your spouse.
 - b. The year, make, model and vehicle identification number of all vehicles owned by you and your spouse. In addition, you will need to provide the names and addresses of any lien holders.
 - c. Social security numbers, driver's license numbers, full address, telephone number, employer's address and telephone number for you, your spouse, and your children.
 - d. The agreement reached between you and your spouse regarding conservatorship, visitation, child support, and health insurance.
 - e. The agreement reached between you and your spouse regarding the division of property and debts.

The Final Decree of Divorce cannot be completed without the necessary information. The attorney will not begin preparing the Final Decree of Divorce until ALL the information requested has been provided.

4. It will take approximately 30 days to prepare the Final Decree of Divorce **AFTER ALL** information has been provided.
5. A Waiver of Service will also be prepared for your spouse to execute. The Waiver of Service takes the place of actual service of process. *[If your spouse refuses to sign the Waiver, an amended pleading will have to be filed requesting service. You will be required to deposit an additional retainer for a contested proceeding.]*
6. The Decree will be mailed to you within approximately thirty (30) days from the date you provide the attorney with all information requested. You will need to review the Final Decree of Divorce and upon your approval, forward the Decree to your spouse with the Waiver of Service. *[As a note, your spouse must execute the Waiver of Service in the presence of a notary public.]*
7. **AFTER** all documents are signed and returned to our office, James D. Saint will schedule a court date to finalize the divorce. All uncontested divorces are heard Monday - Friday, between 8:30 - 9:00 a.m. **PLEASE DRESS APPROPRIATELY FOR ALL COURT APPEARANCES. NO SHORTS, HALTER-TOPS, TANK TOPS OR BASEBALL CAPS. YOU MAY NOT BE ALLOWED TO APPEAR BEFORE THE JUDGE IF YOU ARE DRESSED INAPPROPRIATELY.**
8. If your spouse hires a lawyer, refuses to sign the Waiver of Service or sign the Final Decree of Divorce, the divorce is considered a "contested matter." You will be required to meet with James D. Saint to discuss the matter further and deposit an additional retainer for a contested proceeding.
9. If you and your spouse are unable to reach an agreement concerning any issue regarding conservatorship, possession and access, child support, division of assets or liabilities, the divorce is considered a "contested matter." You will be required to meet with the attorney to discuss the matter further and deposit an additional retainer for a contested proceeding.

DISCLOSURE

You understand and I have advised you that you are entitled to formal discovery requesting documentation and valuation of all assets of the marital estate.

You understand and I have advised you that you are entitled to a sworn inventory and appraisal of all assets of the marital estate. You have instructed this office not to do an investigation of discovery of the assets and liabilities and not to prepare sworn Inventory and Appraisal. You are representing that you are fully aware of the assets and liabilities of the marital estate, whether separate, community or mixed.

You understand and I have advised you that without formal discovery or a completed sworn inventory, you may not have full knowledge of the marital estate or the valuation of all assets.

You understand that unless I am instructed by you in writing and paid in advance to prepare and serve your spouse with formal discovery, I am relying on you to provide me with a complete and accurate inventory of your marital assets.

Client Signature

Date

\$200.00 Hourly Rate

ESTIMATES

UNCONTESTED CASE	CONTESTED CASE	COLLABORATIVE CASE
Atty Fees	Atty Fees	Atty Fees
\$600-1200	\$2500 - \$5000	\$TBD
Court Costs	Court Costs	Court Costs
\$300 +/-	\$300 - \$500	\$TBD
Initial Retainer	Initial Retainer	Initial Retainer
\$1500 +	\$2500 +	\$TBD
NOT A FLAT FEE	NOT A FLAT FEE	NOT A FLAT FEE