



## Formal Case: Instructions

1. It is important that as much information be included as possible. This form is not to be completed or submitted without the complete contact information and signature of the assisting Catholic Pastoral Minister, with whom the Petitioner is working on the Formal Case.
2. **Jurisdiction of AMS** – The Tribunal may take cases from subjects and other persons under the jurisdiction of the AMS (see Priests' Manual 2.3.2, 1-11; 7.2.1, 1-7 and AMS Statutes <https://www.milarch.org/the-christian-faithful/>).
3. **Complete Information about Respondent (Former Spouse):** There are a variety of ways to obtain the equivalent of a missing or unobtainable document. Missing records and a description of attempts to search for the same must be explained in the **Affidavit of Whereabouts of Respondent Unknown (Appendix I)**. If the Petitioner does not know or is uncertain about the location of the Respondent, we require an internet search. If the contact information (phone, email, etc.) of a relative of the Respondent is known, inform the Tribunal of this, and the Tribunal will attempt to contact them to acquire information. Leaving the information blank regarding the whereabouts of the Respondent will only delay the case. If the location of the Respondent, after an exhaustive search by the Petitioner, is still unknown, then the **Affidavit of Whereabouts of Respondent Unknown (Appendix I)** must be completed and submitted with the **Preliminary Information Form (PIF)**. In other words, the Respondent's information on the PIF ought never be omitted without a detailed explanation. Care should be taken to inform the Tribunal promptly of changes in name, address, or phone.
4. **Required Documents:**
  - An authentic and recent Baptismal record with ALL annotations (front and back) of any Catholic party or parties, issued within the last 6 months. If none, the parish of record is to cross the notation section out, or write "no notations."
  - An authentic and recent Profession of Faith record with ALL annotations (front and back) of any party who became Catholic as an adult after their baptism, issued within the last 6 months. If none, the parish of record is to cross the notation section out, or write "no notations."
  - Civil Marriage Certificate.
  - If civil marriage was either convalidated or regularized in the Catholic Church, then the certificate of Marriage in the Catholic Church must be submitted as well.
  - Final Decree of Divorce (Front page with docket number and last page with judge's signature).
5. **Additional Items:**
  - Please submit a non-refundable fee of \$100 with this form. If not possible, contact the Tribunal.
  - Please do not send this instruction page with the petition.
  - Please submit the petition only once, via postal mail or email.
  - Please do not staple pages or documents together.
  - Wet ink signature required on all forms. Not digital.



**The Tribunal**  
**Archdiocese for the Military Services, USA**  
**P.O. Box 4469**  
**Washington, D.C. 20017-0469**

Telephone: 202-719-3604  
Fax: 202-269-9022  
Email: tribunal@milarch.org

### FORMAL CASE: PRELIMINARY INFORMATION FORM

I, \_\_\_\_\_, a ☐ Catholic ☐ Orthodox ☐ Protestant ☐ Non-Baptized  
LAST NAME OF PETITIONER (USE MAIDEN NAME IF A WOMAN), FIRST NAME, MIDDLE NAME

age \_\_\_\_\_ years, contracted marriage with \_\_\_\_\_,  
AT THE TIME OF MARRIAGE LAST NAME OF RESPONDENT (USE MAIDEN NAME IF A WOMAN), FIRST NAME, MIDDLE NAME

a ☐ Catholic ☐ Orthodox ☐ Protestant ☐ Non-Baptized, age \_\_\_\_\_ years, on \_\_\_\_\_.  
AT THE TIME OF MARRIAGE DATE OF MARRIAGE

We entered this union at \_\_\_\_\_ in the presence of a \_\_\_\_\_.  
NAME OF CHURCH OR BUILDING PRIEST, MINISTER, MAGISTRATE, ETC.

During this marriage there was/were \_\_\_\_\_ temporary separation(s), (including deployments). The approximate  
NUMBER

date of the final separation was \_\_\_\_\_, when \_\_\_\_\_, left the union. The total amount  
DATE OF SEPARATION PETITIONER OR RESPONDENT

of time we lived together as husband and wife was \_\_\_\_\_. There was/were \_\_\_\_\_.  
SPECIFY EXACTLY (E.G. 5 YEARS, 7 MONTHS) NUMBER

child(ren) born into this marriage. Since our marriage was irretrievably broken, \_\_\_\_\_ filed for a grant  
PETITIONER OR RESPONDENT

of Civil Divorce through the Court of \_\_\_\_\_ County in \_\_\_\_\_, which became final on \_\_\_\_\_.  
NAME OF COUNTY STATE DATE OF DIVORCE

There is no hope of reconciliation between us.

Jurisdiction of AMS [see Formal Case: Instructions] – **CHECK ONE:**

☐ Active Duty (AD): \_\_\_\_\_ ☐ Dependent of AD ☐ Activated Reserve or Guard  
BRANCH OF SERVICE

☐ U.S. Civilian employed overseas by the U.S. Government ☐ Wed on military installation

☐ Other: \_\_\_\_\_

#### THIS SECTION FOR TRIBUNAL USE ONLY

This PRELIMINARY INFORMATION FORM was received at the Tribunal on \_\_\_\_\_.  
DATE

Reviewed at Tribunal by \_\_\_\_\_

Tribunal is competent by reason of: ☐ Contract ☐ Petitioner's Domicile

☐ Respondent's Domicile ☐ Collection of Proofs

**PETITIONER  
(YOURSELF)**

---

PRESENT NAME

---

MAIDEN NAME, IF WOMAN

---

MAILING ADDRESS

---

CITY, STATE, ZIP

---

HOME OR CELL PHONE NUMBER

---

WORK PHONE NUMBER

---

CIVILIAN EMAIL ADDRESS

---

DATE OF BIRTH

---

PLACE OF BIRTH, CITY AND STATE

---

FATHER'S NAME

---

MOTHER'S MAIDEN NAME

---

NAME OF CHURCH OF YOUR BAPTISM

---

CITY AND STATE OF CHURCH OF YOUR BAPTISM

---

DENOMINATION OF CHURCH OF YOUR BAPTISM

---

DATE OF YOUR BAPTISM

---

RELIGION AT THE TIME OF YOUR MARRIAGE

---

MILITARY EMAIL ADDRESS

---

**RESPONDENT  
(YOUR FORMER SPOUSE)**

---

PRESENT NAME

---

MAIDEN NAME, IF WOMAN

---

MAILING ADDRESS

---

CITY, STATE, ZIP

---

HOME OR CELL PHONE NUMBER

---

WORK PHONE NUMBER

---

CIVILIAN EMAIL ADDRESS

---

DATE OF BIRTH

---

PLACE OF BIRTH, CITY AND STATE

---

FATHER'S NAME

---

MOTHER'S MAIDEN NAME

---

NAME OF CHURCH OF HIS/HER BAPTISM

---

CITY AND STATE OF CHURCH OF HIS/HER BAPTISM

---

DENOMINATION OF CHURCH OF HIS/HER BAPTISM

---

DATE OF HIS/HER BAPTISM

---

HIS/HER RELIGION AT THE TIME OF YOUR MARRIAGE

---

MILITARY EMAIL ADDRESS

## PETITIONER (YOURSELF)

Are you a convert to Catholicism? ☐ Yes ☐ No

If “**Yes**,” give the date and place where you were

Baptized/received into the Church:

DATE

NAME OF CHURCH

CITY AND STATE

Was this your **only** marriage? ☐ Yes ☐ No

If “**No**,” list in chronological order every marriage you have entered:

DATE OF MARRIAGE

NAME OF SPOUSE

TERMINATION OF MARRIAGE:  
HOW AND WHEN? (Death of Spouse or Civil Divorce)

a. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## RESPONDENT (YOUR FORMER SPOUSE)

Is he/she a convert to Catholicism? ☐ Yes ☐ No

If “**Yes**,” give the date and place where he/she was

Baptized/received into the Church:

DATE

NAME OF CHURCH

CITY AND STATE

Was this his/her **only** marriage? ☐ Yes ☐ No

If “**No**,” list in chronological order every marriage he/she has entered:

DATE OF MARRIAGE

NAME OF SPOUSE

TERMINATION OF MARRIAGE:  
HOW AND WHEN? (Death of Spouse or Civil Divorce)

a. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If one or both of you were a Catholic at the time of the wedding, but a Catholic priest or deacon did **not** assist at your wedding, was a dispensation granted to wed outside the Catholic church?

☐ Yes ☐ No

If you answered “**No**” to the previous question, were you and the Respondent married before a priest or deacon and two (2) witnesses at a later date? ☐ Yes ☐ No

If “**Yes**”:

We regularized our marriage on \_\_\_\_\_ before \_\_\_\_\_

DATE

NAME OF OFFICIANT

at \_\_\_\_\_ in \_\_\_\_\_

NAME OF CHURCH

CITY AND STATE

## PETITIONER (YOURSELF)

My status is ☐ Single ☐ Engaged ☐ Remarried  
 Is your present fiancé(e)/spouse a Catholic? ☐ Yes ☐ No

I was ☐ Engaged ☐ Remarried on \_\_\_\_\_  
DATE  
 to \_\_\_\_\_  
NAME (INCLUDE MAIDEN NAME IF A WOMAN)

Was your present fiancé(e)/spouse previously married? ☐ Yes ☐ No

If present fiancé(e)/spouse was married before, please explain:

---



---



---

He/she, a ☐ Catholic ☐ Orthodox ☐ Protestant ☐ Non-Baptized was married to \_\_\_\_\_  
NAME OF FORMER SPOUSE  
 a ☐ Catholic ☐ Orthodox ☐ Protestant ☐ Non-Baptized.

He/she was free to marry in the Catholic Church. ☐ Yes ☐ No

They married on \_\_\_\_\_ in \_\_\_\_\_  
DATE OF MARRIAGE NAME OF CHURCH AND DENOMINATION

before a \_\_\_\_\_. The date of divorce was \_\_\_\_\_.  
PRIEST, MINISTER, MAGISTRATE, ETC. DATE OF DIVORCE

## RESPONDENT (YOUR FORMER SPOUSE)

His/her status is ☐ Single ☐ Unknown  
☐ Engaged ☐ Remarried

He/she was ☐ Engaged ☐ Remarried on \_\_\_\_\_  
DATE  
 to \_\_\_\_\_  
NAME (INCLUDE MAIDEN NAME IF A WOMAN)

Is his/her present fiancé(e)/spouse a Catholic? ☐ Yes ☐ No

Was his/her present fiancé(e)/spouse previously married? ☐ Yes ☐ No

I, the Petitioner, swear before Almighty God that my answers to these questions are truthful and accurate according to my knowledge and recollection.

\_\_\_\_\_  
PRINTED NAME OF CATHOLIC PASTORAL MINISTER

\_\_\_\_\_  
PRINTED NAME OF PETITIONER

\_\_\_\_\_  
SIGNATURE OF CATHOLIC PASTORAL MINISTER

\_\_\_\_\_  
SIGNATURE OF PETITIONER

\_\_\_\_\_  
HOME OR CELL PHONE NUMBER

\_\_\_\_\_  
WORK PHONE NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CIVILIAN EMAIL ADDRESS

\_\_\_\_\_  
MILITARY EMAIL ADDRESS

**Mail to:** The Tribunal  
 Archdiocese for the Military Services, USA  
 P.O. Box 4469  
 Washington, DC 20017-0469

**Or email to:** tribunal@milarch.org