



Formal Case: Instructions

It is important that as much information be included as possible.

1. Items of Special Concern:

- **Subjects of AMS** – generally, we can only take cases from our subjects, that is:
 - If the wedding took place on a military installation
 - Military personnel on Active Duty
 - Reserve or Guard personnel who have been “activated” for deployment
 - Dependents of Active Duty Military Personnel
 - U.S. civilians employed overseas by the U.S. Government
 - **Please see Priests’ Manual (2.3.2, 1-11)** for entire list

NB: We cannot take cases from retirees (unless the marriage was contracted on a military installation) nor from Reserve or Guard who are not currently activated.

- **Complete Information about Respondent (Former Spouse)** - If the Petitioner does not know or is uncertain about the location of the Respondent, we suggest an Internet search which usually costs about \$30; we can also try to contact the individual through a parent, sibling, or other relative. Leaving the information blank regarding the whereabouts of the Respondent will only delay the case.
- It is necessary to have the name and contact information, including an email address, of a Catholic pastoral minister with whom the Petitioner is working on the Formal case.
- The remaining information regarding the present marital status of both Petitioner and Respondent is also to be filled out completely.

2. We will also need the following documents:

- Civil Marriage Certificate
- Final Decree of Divorce
- If a Catholic, Baptismal Certificate

Additional Items

- It is impossible to determine how long a case will last and what will be the outcome. Yes, some cases have been given “Negative” decisions. If the Respondent appeals an “Affirmative” decision, it may take additional months or even years to complete.
- If a Petitioner or Respondent who wishes to participate lives in the vicinity of the District of Columbia, he or she will be highly encouraged to come to the offices of the Tribunal of the Military Archdiocese for the formal deposition. It is always to your advantage to have a face-to-face meeting. Otherwise the Petitioner’s or Respondent’s questionnaire will be sent by mail respectively.
- *The Briefer Matrimonial Process before the Bishop* may be employed on the following conditions (Cc. 1683-1684), provided that the Judicial Vicar so determines the case should be treated as one (C. 1676 §2):
 - The petition is proposed by both spouses in writing or by one of them with the written consent of the other;
 - Circumstances of things and persons recur, with substantiating testimonies and records, which do not demand a more accurate inquiry or investigation, and which render nullity manifest;
 - Facts are set forth, briefly, fully, and clearly;
 - Proofs can be collected immediately;
 - Relevant documents are attached.

❖ **Please submit a non-refundable registration fee of \$100 with this form.**

If this is not possible, please contact the Tribunal.

❖ **Please do not send these instruction pages with the petition.**

❖ **Please do not send duplicate petitions.**

❖ **Please do not staple pages or documents together.**



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 Priests' Manual (2.3.2, 1-11)] – **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 Other: _____

Wed on military installation

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 Respondent's Domicile Petitioner's Domicile
 Collection of Proofs (C. 1672).

**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

***Please note** that the information pertaining to the Respondent, especially the complete current mailing address, is very important. Omissions will only cause a delay in the annulment trial.

**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 **first** and **only** marriage? Yes No

If **“No”** to either question, complete **“Petitioner”** information below:

Petitioner: If this was **not** your **only** marriage, 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 **first** and **only** marriage? Yes No

If **“No”** to either question, complete **“Respondent”** information below:

Respondent: If this was **not** his/her **only** marriage, 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 was **not** the official witness at your wedding, was a dispensation granted for the ceremony to take place in other than a 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 Engaged Remarried
 Is his/her present fiancé(e)/spouse a Catholic? Yes No

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

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

I, the Petitioner, swear/affirm 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

SIGNATURE OF CATHOLIC PASTORAL MINISTER

HOME OR CELL PHONE NUMBER WORK PHONE NUMBER

CIVILIAN EMAIL ADDRESS

MILITARY EMAIL ADDRESS

PRINTED NAME OF PETITIONER

SIGNATURE OF PETITIONER

DATE

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

Or email to: tribunal@milarch.org