

# **SELF-REPRESENTED LITIGANT**

## **PETITION FOR DIVORCE UNDER**

### **ARTICLE 103 (1) (with no minor children)**

#### **This form is intended for litigants who:**

- ✓ Have no minor children and wish to ask the court for a divorce under Louisiana Civil Code Article 103 (1).
- ✓ Do not have a covenant marriage

#### **Information you will Need:**

1. The exact date and location (parish) where you were married.
2. The location (parish) where you and your spouse last lived together.
3. The exact date when you and your spouse began living in separate homes.
4. The exact name and current address of your spouse.

#### **Instructions:**

These instructions are meant to guide you through the process of **asking the court for a divorce**. There are multiple types of divorce in Louisiana and these forms addresses Article 103 only.

This packet of forms is not legal advice and cannot take the place of the advice that a lawyer can give you. It is always best to speak with a lawyer before taking any legal action. **When you represent yourself in court, you must follow all the proper procedures and the law. It is your responsibility to see your case through the whole process.**

1. Be sure you have the correct form.
2. Read all instructions before you begin.
3. Fill in the blanks with 100% accurate information- *any false statement made in court or written in a court document may constitute perjury.*
4. Check all options that pertain to your situation.
5. If you have trouble reading, writing, or understanding what is in this motion, seek help at \_\_\_\_\_.

## INSTRUCTIONS FOR FILING PETITION FOR 103 (1) DIVORCE WITH NO CHILDREN

These instructions are meant to guide you through the process of asking the court for a divorce under Article 103 (1) of the Louisiana Civil Code.

### YOU MUST MEET ALL OF THE FOLLOWING CONDITIONS TO USE THESE FORMS.

- You must have no children (together with your spouse) that are under 18, born or adopted.
- You must live separate and apart from your spouse for at least one hundred eighty (180) days before filing for divorce.
- You or your spouse must have lived in Louisiana for at least six months and/or lived in Louisiana together when you decided to divorce.
- You must **not** have entered into a covenant marriage.
- Your spouse is not an active member of the United States armed forces or any of its allies.

You will be filing your divorce as a self-represented litigant (SRL), which means without any attorney representing you. As the person suing for divorce you will be called the **Petitioner** and your spouse will be called the **Defendant**. All the forms you need to file for a divorce are attached.

### HOW TO COMPLETE THE FORMS

**PLEASE PRINT ALL INFORMATION CLEARLY!** Make sure all of the blanks are filled in on all pages.

- A.** The first form is titled “**PETITION FOR DIVORCE**”. The Petition for Divorce includes an area titled “**VERIFICATION**”. You must sign this Verification in front of a Notary Public.
- B.** Bring your original **Petition for Divorce and Verification**, along with 2 additional photocopies, to the Clerk of Court in the parish where you live. Go to the Civil Department and tell the clerk you do not have a lawyer, and that you want to file for divorce. Ask the clerk to **stamp the date** on one of the copies of the petition you brought to keep for yourself.
- C.** In order to proceed, your spouse needs to be given a certified copy of the petition after it has been filed. You can deliver it yourself if your spouse signs the **Acceptance of Service OR** you can have the Sheriff deliver (or “serve”) your spouse. An acceptance of service may only be signed after the petition is filed with the clerk and the defendant has been given a certified copy. Also, the acceptance of service must be signed in front of a notary public. If your spouse cannot or will not sign the Acceptance of Service document, you will need to ask the Sheriff to serve him/her.

If you are going to have the Sheriff serve your spouse, let the Clerk’s Office know that you need your spouse to be personally served by a Sheriff’s Deputy. You need to give the Clerk an address (home or work) where the Sheriff can find your spouse to deliver the divorce papers. If the address is hard to find, give the Clerk directions. You will need to check back with the Clerk’s Office to see if your spouse has been served. You may have to pay for this service and the amount varies by location.

- D.** If your spouse signed the **Acceptance of Service**, you should bring the signed

and notarized form along with a **MOTION FOR PRELIMINARY DEFAULT** to the Clerk's Office.

If your spouse has been served by the Sheriff, he/she is allowed fifteen (15) days from the date he/she was served to answer the suit. After 15 days, you will need to check with the Clerk's office to make sure your spouse has not filed an answer or other pleading. **If your spouse has filed a motion in opposition to the divorce, these forms can no longer be used and you will need to come to Court.**

If your spouse has **NOT** filed anything in response to the petition you filed, **OR** if your spouse has signed the **Acceptance of Service**, take the form titled **MOTION FOR PRELIMINARY DEFAULT** to the Clerk's office. Be sure to bring two (2) copies of the Motion for Preliminary Default along with the original. You have the option of taking the motion with the record to the Judge/Commissioner's clerk to get the preliminary default signed or asking the clerk to forward it to the Judge/Commissioner. Either way, ask the Clerk to give you a copy **stamped with the date** for you to keep. If you choose to have the clerk forward the motion to the Judge/Commissioner, ask to have the other copy of the Motion for Preliminary Default, which is marked with the date that the Judge/Commissioner signed it, sent to you.

- E.** Once your preliminary default has been signed by the Judge/Commissioner complete the form titled **AFFIDAVIT OF FACTS**. You must sign this form in the presence of a Notary Public and it must be signed after your petition is filed but not more than 30 days before the final Judgment is signed. Also, **complete the certification by self-represented litigant and sign it.** Bring the Affidavit of Facts, **the certification by self-represented litigant** and the **JUDGMENT OF DIVORCE** to the Clerk's office. **Take the complete record** to the clerk of the Judge/Commissioner for the Judgment to be signed. Once the Judge/Commissioner has signed your **JUDGMENT OF DIVORCE**, the Clerk's office will **give** you a certified copy of it. You are divorced as of the date of the Judge's/Commissioner's signature at the bottom of the Judgment of Divorce. Keep this certified copy for your records.
- F.** If, when you got married, you chose to use your spouse's name or a combination of your maiden name and your spouse name and you want to return to using your maiden name or the name of your minor child (ren) from a previous marriage, then you should complete the form titled **MOTION TO RESUME USING MAIDEN NAME/NAME OF MINOR CHILDREN**. You may file this at the same time you file the affidavit of facts and the final judgment of divorce for the Judge/Commissioner to sign. Ask that the motion and order be presented to the Judge/Commissioner after s/he signs the judgment of divorce.

24<sup>TH</sup> JUDICIAL DISTRICT COURT FOR THE PARISH OF JEFFERSON  
STATE OF LOUISIANA

NO.

DIVISION

(PETITIONER)

VERSUS

(DEFENDANT)

FILED: \_\_\_\_\_

\_\_\_\_\_  
DEPUTY CLERK

**PETITION FOR DIVORCE UNDER CIVIL CODE ARTICLE 103**

**WITHOUT MINOR CHILDREN**

The petition of \_\_\_\_\_ (*print your name*), a major domiciled in \_\_\_\_\_ (*Parish where you permanently reside*) Parish with respect represents:

1.

Made defendant is \_\_\_\_\_, (*print your spouse's name*) a major currently domiciled in \_\_\_\_\_ Parish/County, State of \_\_\_\_\_ (*Parish/State where your spouse permanently resides*).

2.

The parties were married on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ (*date of marriage*) in \_\_\_\_\_ Parish/County, State of \_\_\_\_\_ (*location of marriage*). The parties last lived together in \_\_\_\_\_ Parish/County, State of \_\_\_\_\_ (*where you last lived together as husband and wife*).

3.

Petitioner and defendant physically separated on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, (*date you and your spouse separated*) and have lived continuously separate and apart since that date without reconciliation.

4.

No children were born, adopted, or legitimated during the marriage of the parties

and the wife is not pregnant at this time.

**5.**

The defendant is not an active member of the United States armed forces or any of its allies.

**6.**

The parties did not contract a covenant marriage.

**7.**

Petitioner requests and is entitled to a divorce under the provisions of Louisiana Civil Code Article 103(1), based on the parties having lived separate and apart for more than one hundred eighty days without reconciliation.

**WHEREFORE**, petitioner prays that after all legal delays and due proceedings, there be judgment granting petitioner a divorce in accordance with the provisions of Louisiana Civil Code Article 103.

**PETITIONER FURTHER PRAYS that:**

- Petitioner be allowed to proceed *In Forma Pauperis*. (Separate form required.)
- Petitioner be cast with the costs of these proceedings.
- Defendant be cast with the costs of these proceedings.
- The parties share the costs of these proceedings in equal amounts.

Respectfully submitted,

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(PRINTED FULL NAME)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY/STATE/ZIP CODE)

\_\_\_\_\_  
(TELEPHONE NUMBER)

**CLERK OF COURT:**

\_\_\_\_\_ **DEFENDANT TO ACCEPT SERVICE** (AND SIGN "ACCEPTANCE OF SERVICE")

OR

\_\_\_\_\_ **PLEASE SERVE:**

\_\_\_\_\_  
(DEFENDANT'S FULL NAME)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY/STATE/ZIP CODE)

\_\_\_\_\_  
(TELEPHONE NUMBER)

**24<sup>TH</sup> JUDICIAL DISTRICT COURT FOR THE PARISH OF JEFFERSON**

**STATE OF LOUISIANA**

**NO.**

**DIVISION**

**(PETITIONER)**

**VERSUS**

**(DEFENDANT)**

**FILED:** \_\_\_\_\_

\_\_\_\_\_  
**DEPUTY CLERK**

**VERIFICATION**

**STATE OF LOUISIANA**

**PARISH OF** \_\_\_\_\_

**BEFORE ME, the undersigned Notary Public, personally came and appeared:**

\_\_\_\_\_

who, after being duly sworn, did depose and say that he/she is the petitioner in the above entitled matter, and all of the allegations contained in the petition are true and correct to the best of his/her knowledge, information and belief.

\_\_\_\_\_  
**AFFIANT**

**SWORN TO AND SUBSCRIBED** before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**

24<sup>TH</sup> JUDICIAL DISTRICT COURT FOR THE PARISH OF JEFFERSON

STATE OF LOUISIANA

NO.

DIVISION

(PETITIONER)

VERSUS

(DEFENDANT)

FILED: \_\_\_\_\_

\_\_\_\_\_  
DEPUTY CLERK

ACCEPTANCE OF SERVICE AND WAIVER OF CITATION AND ALL DELAYS

STATE OF \_\_\_\_\_ [STATE WHERE SIGNED AND NOTARIZED]

PARISH OF \_\_\_\_\_ [PARISH WHERE SIGNED AND NOTARIZED]

BEFORE ME, the undersigned notary public, personally came and appeared:

\_\_\_\_\_, (*Defendant*) who, after being duly sworn, did state that:

Defendant acknowledges receipt of a **certified** copy of the above-captioned "PETITION FOR DIVORCE UNDER CIVIL CODE ARTICLE 103 WITHOUT MINOR CHILDREN" entitled \_\_\_\_\_ v. \_\_\_\_\_ (*Party Names*), filed \_\_\_\_\_ (*Filing Date*) with the docket number \_\_\_\_\_ (*Case Number*) on the docket of the \_\_\_\_\_ Judicial District Court, Parish of \_\_\_\_\_, State of Louisiana.

Defendant expressly and formally acknowledges and accepts service of a **certified** copy of the petition and waives the issuance of formal citation and service of process.

Defendant further waives all legal delays allowed by law, particularly those delays allowed for answering and/or excepting to the pleadings provided in Louisiana Code of Civil Procedure Articles 928, 1001, and 1002.

Defendant further waives notice of trial, and waives Defendant's appearance at trial of this matter.



Defendant acknowledges that by signing here Petitioner will be allowed to go forward with this lawsuit in Defendant's absence, and Defendant understands that Petitioner intends to do so.

Defendant acknowledges that Defendant may be cast with some or all of the court costs in this proceeding.

Respectfully submitted,

BY: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Address                      City                      State                      Zip

\_\_\_\_\_  
Telephone Number

SWORN TO AND SUBSCRIBED  
before me, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC, No.:  
Printed Name:  
My Commission Expires:

24<sup>TH</sup> JUDICIAL DISTRICT COURT FOR THE PARISH OF JEFFERSON

STATE OF LOUISIANA

NO.

DIVISION

(PETITIONER)

VERSUS

(DEFENDANT)

FILED: \_\_\_\_\_

\_\_\_\_\_  
DEPUTY CLERK

MOTION AND ORDER FOR PRELIMINARY DEFAULT

ON MOTION OF petitioner, \_\_\_\_\_, and on suggesting to this Honorable Court that:

A verified Petition for Divorce was filed in this matter on \_\_\_\_\_, 20\_\_\_\_ (date the Petition for Divorce was originally filed with the Clerk of Court). Defendant was served on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (date your spouse was served with a copy of the Petition ).

OR

Defendant signed the Acceptance of Service which was filed with the Court on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (date you filed the Acceptance of Service document).

No answer or other responsive pleading having been filed, petitioner now moves for entry of Preliminary Default under Code of Civil Procedure Article 1702(E).

Respectfully submitted,

\_\_\_\_\_  
(PETITIONER SIGNATURE)

\_\_\_\_\_  
(PRINTED FULL NAME)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY/STATE/ZIP CODE)

\_\_\_\_\_  
(TELEPHONE NUMBER)

**CLERK'S CERTIFICATION**

I hereby certify that a review of the record reveals that no answer or other responsive pleadings have been filed in this cause.

\_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date

**ORDER**

Considering the above Motion, **IT IS ORDERED** that a Preliminary Default be entered in the above captioned cause.

THUS DONE AND SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ Louisiana.

\_\_\_\_\_  
DISTRICT JUDGE/COMMISSIONER

24<sup>TH</sup> JUDICIAL DISTRICT COURT FOR THE PARISH OF JEFFERSON

STATE OF LOUISIANA

NO.

DIVISION

(PETITIONER)

VERSUS

(DEFENDANT)

FILED: \_\_\_\_\_

\_\_\_\_\_  
DEPUTY CLERK

AFFIDAVIT OF FACTS

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

**BEFORE ME**, the undersigned notary public, personally came and appeared:

\_\_\_\_\_  
Petitioner

Who, being duly sworn, did depose and state:

1. That petitioner is a person of the full age of majority and who is domiciled in \_\_\_\_\_ Parish, Louisiana;
2. That he/she is the petitioner in the above entitled and numbered action;
3. That the defendant is a major currently domiciled in the Parish/County of \_\_\_\_\_, State of \_\_\_\_\_.
4. That petitioner and defendant were married on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_;
5. That no children were born, legitimated or adopted during the marriage of the parties and that the wife is not pregnant;
6. That petitioner and defendant physically separated on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and have remained living separate and apart without reconciliation since that time;
7. That petitioner desires to obtain a divorce under Civil Code Article 103(1) on the basis of the parties having lived separate and apart without reconciliation

- for one hundred eighty days or more;
8. That defendant is not a member of the Armed Forces of the United States of America or any of its allies; and
  9. That the parties have not contracted a covenant marriage.

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PETITIONER

**SWORN TO AND SUBSCRIBED** before me, on this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

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NOTARY PUBLIC

24<sup>TH</sup> JUDICIAL DISTRICT COURT FOR THE PARISH OF JEFFERSON  
STATE OF LOUISIANA

NO.

DIVISION

(PETITIONER)

VERSUS

(DEFENDANT)

FILED: \_\_\_\_\_

\_\_\_\_\_  
DEPUTY CLERK

**CERTIFICATION BY SELF REPRESENTED LITIGANT**

I, \_\_\_\_\_, petitioner hereby certify pursuant to code of Civil Procedure Article 1702 E that (circle one) personal/domiciliary service was made on the defendant in this proceeding on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ ;

or

(2) the defendant waived service of process by authentic act executed on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and filed in the record on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that a preliminary default was entered on \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(print name)  
**Self Represented Litigant**

**24<sup>TH</sup> JUDICIAL DISTRICT COURT FOR THE PARISH OF JEFFERSON  
STATE OF LOUISIANA**

**NO.**

**DIVISION**

**(PETITIONER)**

**VERSUS**

**(DEFENDANT)**

**FILED:** \_\_\_\_\_

\_\_\_\_\_  
**DEPUTY CLERK**

**JUDGMENT OF DIVORCE**

This matter was considered pursuant to the provisions of Louisiana Civil Code Article 103(1) and Code of Civil Procedure Article 1702(E). The Court having considered the entire record of this matter and petitioner's affidavit of facts and the law and evidence in favor thereof, renders as follows:

**IT IS HEREBY ORDERED ADJUDGED AND DECREED** that the preliminary default previously entered herein on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, be now confirmed.

**IT IS FURTHER ORDERED, ADJUDGED, AND DECREED** that there be a judgment in favor of petitioner \_\_\_\_\_, and against defendant \_\_\_\_\_ decreeing a divorce between the parties on the basis of the parties having lived separate and apart continuously and without reconciliation for a period of one hundred eighty days or more as per Civil Code Article 103(1).

**JUDGMENT READ, RENDERED AND SIGNED**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, Louisiana.

\_\_\_\_\_  
**DISTRICT JUDGE/ COMMISSIONER**

Certification of Clerk of Court that all cost have been paid and that no answer has been filed.

Judgment submitted by:

---

(PETITIONER SIGNATURE)

---

(PRINTED FULL NAME)

---

(STREET ADDRESS)

---

(CITY/STATE/ZIP CODE)

---

(TELEPHONE NUMBER)



24<sup>TH</sup> JUDICIAL DISTRICT COURT FOR THE PARISH OF JEFFERSON  
STATE OF LOUISIANA

NO.

(PETITIONER)

DIVISION

VERSUS

(DEFENDANT)

FILED: \_\_\_\_\_

\_\_\_\_\_  
DEPUTY CLERK

**MOTION AND ORDER TO RESUME USING  
MAIDEN NAME/MINOR CHILD'S NAME**

**ON MOTION OF petitioner,** \_\_\_\_\_, and on suggesting  
to this Honorable Court that:

A judgment of divorce was granted in this matter on \_\_\_\_\_,  
20\_\_\_\_ (date the judgment of divorce was granted) and \_\_\_\_\_  
(circle one) petitioner/defendant wishes to resume using her maiden name/minor  
children's name of \_\_\_\_\_.

Respectfully Submitted:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**ORDER**

Considering the above Motion, **IT IS ORDERED** that the (circle one)  
petitioner/defendant \_\_\_\_\_ is allowed to resume using her  
(circle one) maiden name/minor children's name of \_\_\_\_\_.

THUS DONE AND SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at  
\_\_\_\_\_, Louisiana.

\_\_\_\_\_  
DISTRICT JUDGE/COMMISSIONER