Archdiocese of Newark
METROPOLITAN TRIBUNAL

PETITIONING FOR AN ECCLESIASTICAL ANNULMENT

171 Clifton Avenue, P.O. Box 9500
Newark, New Jersey 07104-9500
Tel: (973) 497-4145 · Fax: (973) 497-4138

FOR TRIBUNAL USE ONLY	
Prot. N.	
Date Rec'd	
Judge	

§ 1 INTRODUCTION

This questionnaire is designed to assist you in the first step of presenting a case to the Tribunal. You are asking the Tribunal to examine your marriage relationship thoroughly and to make a judgment as to whether the Catholic Church considers you free to enter another marriage at this time. Please complete this questionnaire as carefully and as completely as you can. The information requested is important to the Tribunal, since it will be used to determine if your case can be accepted and what type of case you have.

For many persons, this process – although lengthy and sometimes painful – is an experience in healing and growth. Many persons gain new insight into themselves and their marriage. This is, however, primarily a legal process. You are asking the Tribunal to resolve the question of your marital status before the Catholic Church.

All Tribunals are governed by a very strict and detailed procedural law, which mandates certain steps in every case. This law asks that we complete cases within 18 months. Most cases are completed within this time frame, but we can never guarantee that a case will be completed within a certain time limit, or that an affirmative decision will be granted. These uncertainties often bring frustration and require great patience, since you may not hear from the Tribunal for some months at a time while we work on your case and others. Please understand that the detail required in this process is a sign of our great respect for marriage and for the seriousness of your marriage promises.

Confidentiality is a paramount concern of the Tribunal. Case information will typically be shared only with Tribunal officials, experts, both former spouses and their advocates. This means your former spouse, if he or she so chooses, may read your testimony and the testimony of your witnesses. The Tribunal also may report the abuse of minors and other vulnerable persons in appropriate circumstances.

If a declaration of nullity is eventually granted, it will not affect such things as the legitimacy of children, custody of children, child support, alimony, or visitation rights. These are natural and civil elements of marriage, and the decisions of this process produce outcomes which are relevant only for the Catholic Church. There are no effects or ramifications of this process in civil law or civil courts. This process deals only with the spouses, and has no effects at all on the children, or any arrangements regarding the children.

To begin a case, you must complete this questionnaire and select preliminary grounds for your case. You must also assemble the required documents (Marriage License, Divorce Decree, and – for Catholics – a current Baptismal Certificate). When this is all completed, your next step is to meet with a Case Assessor, trained and commissioned by our Tribunal to help you. Even before

you've completed the preliminary paperwork, you may meet with a Case Assessor at any time if you would like assistance or if you have questions. You may also call or meet with your parish priest or deacon for assistance, but this does not take the place of meeting with a Tribunal Case Assessor. The Case Assessor will review your answers with you and may offer help in completing this booklet more effectively. He or she will discuss possible grounds for your case and help you to write a very brief statement regarding each of the grounds you choose. The Case Assessor will ask you to complete other brief Tribunal forms, and co-sign all the paperwork necessary to begin the Tribunal process. The Case Assessor will then forward everything to the Tribunal office. It is required that you meet with a Case Assessor; it is an important step. The work of the Case Assessor expedites your case and prevents needless delays at the beginning of your case.

Beginning a case and proposing grounds may be an intimately personal and perhaps even painful experience. We invite you to pray for God's assistance in recalling and describing what is needed to begin your case. Your openness and honesty will prove helpful to your case and to you personally. If this process brings renewed pain or concern over unhealed issues or difficult memories, please know that there are support groups for separated and divorced persons in your area, and professional assistance available to you. Please contact the Office of Family Life Ministries for more details (https://www.rcan.org/offices-and-ministries/family-life/mission-staff). May the Holy Spirit guide and support you in this effort. Be assured of the assistance and prayers of the Tribunal staff, now and throughout your case.

Contacting the Respondent

It is especially important that you provide us with the complete address of your former spouse, the Respondent. Since marriage involves two people and the Tribunal's decision will affect both parties, we cannot begin a case without information concerning both spouses. Church law requires that your former spouse be notified of these proceedings and be invited to participate as an equal participant. Many times, the Respondent will opt to have no participation in the case, but we cannot presume this.

Whether or not your former spouse chooses to respond to the Tribunal will not affect how the Tribunal processes your case. Your former spouse cannot stop these proceedings—the Respondent's consent or permission is not required. The Tribunal will proceed with your case whether or not your former spouse participates. When the Respondent participates the Tribunal is provided with a more complete portrait of the marriage. To prevent ill feelings, if you have contact with your former spouse we suggest that you inform him or her that you are beginning this case and that he or she will receive correspondence from the Tribunal. It is not necessary for you to have any personal contact with the Respondent during this case, only that you provide us with a correct, current, and complete address for the Respondent.

If you are truly unaware of the current whereabouts of your former spouse, and have no means of locating him or her, please complete the page titled ***Your Efforts to Locate Your Former Spouse*** (Section G). This lists every effort you have made to locate the Respondent, as well as last known address and family contacts. If you do not provide us with the correct current address of the Respondent, there will be a delay in accepting your case, since the Tribunal will try to locate him or her through other means.

If your former spouse is violent and abusive and you believe that you or your children will be placed in grave danger if the respondent is even notified about these proceedings, it may be possible to proceed without contacting the Respondent. There must be an extremely serious reason not to contact the Respondent, since it would violate his or her fundamental rights in this process. Our experience is that a Respondent will eventually become aware of the case anyway, and – if he or she knew nothing about it – the anger and abuse will only be worse. In nearly every case it is better to contact the Respondent according to our normal procedure. The Tribunal will never reveal your current name or address to the Respondent or any other party. If you are asking us not to contact your former spouse, you must document the fact that actual abuse or criminal behavior has occurred (not merely the threat or fear of abuse). This can be through documents (such as a court order, police records, hospital or shelter records) or by sworn and notarized statements of two witnesses. If you have not received a court order from a civil court to protect you from further abuse, you must explain in writing why not. If you are concerned about the Tribunal's contact with the Respondent, please discuss this when you meet with your Assessor.

§ 2 HOW TO COMPLETE THIS BOOKLET

Three simple rules. Print clearly in blue or black ink. Answer every question — write *"none" or "unknown"* rather than leaving a blank. If you need more room, continue on a separate sheet and label it with the section and question number.

What this booklet contains

	SECTION	WHAT IT COVERS
A	**Personal Information**	You and your former spouse — names, contact details, baptism, family.
B	**Courtship, Engagement & Marriage**	Dates and facts: how you met, the wedding, children, separation, divorce.
C	**Marital History**	The heart of your petition — background, expectations, and what went wrong.
D	**Previous Marriages**	Any earlier marriage of either party. May allow a simpler, faster process.
E	**Current Marital Status**	Whether you or your former spouse have remarried or plan to.
F	**Witnesses**	Three to five people who knew you both before and during the marriage.
G	**Efforts to Locate Your Former Spouse**	Complete only if you do not know the Respondent's address.
I	**Agreement to Tribunal Policies**	Explains the policies you are asked to accept.
J	**Next Steps, Documents & Fees**	What to submit, what it costs, and how to move forward.

Documents to gather previous to meeting the assessor

- ☐ **Baptismal certificate** — for Catholic parties, issued within the last 6 months, from the parish of baptism.
- ☐ **Marriage certificate or license** — from the city or county that issued it.
- ☐ **Divorce decree** — from the courthouse that issued it.
- ☐ **Filing fee of $200** — check payable to the Archdiocese of Newark.

Originals or certified copies only — not photocopies. All documents will be returned to you.

Where to send it

Do not mail this booklet to the Tribunal. It will be returned to you. Your completed booklet must be presented in person to a Tribunal Case Assessor, who will review it with you and forward it to our office. Call **(973) 497-4145** during regular business hours to arrange your meeting.

A PERSONAL INFORMATION

It is very important that you provide ALL the information requested in this section, for BOTH you and your former spouse. Anything left blank may delay acceptance of your case.

YOURSELF		YOUR FORMER SPOUSE
	Full Present Name	
	Full Maiden / Birth Name	
	Street Address & Apartment	
	City, State, ZIP	
	Home Phone	
	Work or Cell Phone	
	Email	
	Occupation	
	Date of Birth	
	Place of Birth	

Religious background

YOURSELF		YOUR FORMER SPOUSE
	Date of Baptism	
	Church & City of Baptism	
	Denomination of Baptism	
	Denomination at Time of Wedding	
	Religious Denomination Now	
	Current Parish	

At the time of the wedding

YOURSELF		YOUR FORMER SPOUSE
	Age at Time of Wedding	
	Employment at Time of Wedding	

Family of origin

YOURSELF		YOUR FORMER SPOUSE
	Father's Full Name	
	Father — Living or Deceased	
	Mother's Full Name	
	Mother — Living or Deceased	
	Parents' Address & Phone	
	Number of Siblings	
	Your Place Among Them	

B COURTSHIP, ENGAGEMENT & MARRIAGE

Please give dates as exactly as you can. If a date is approximate, write "about" before it.

Meeting and dating

When and how did you meet your former spouse?	
When did you begin to date your former spouse?	

YOUR AGE WHEN DATING BEGAN	YOUR FORMER SPOUSE'S AGE

1. Was the dating relationship ever broken?	**Yes** ☐	**No** ☐

If so — by whom?	
Why?	
How many times?	

Engagement

When did you become engaged?	

2. Was the engagement ever broken?	**Yes** ☐	**No** ☐

If so — by whom?	
Why?	
How many times?	

3. Did you make Pre-Cana or another marriage preparation program?	**Yes** ☐	**No** ☐

If so — where, and approximately when?	

The wedding

Date of marriage	

4. Complete name and address of the church or place of marriage *(include denomination)*

5. Was this the first marriage for both of you? *(if not, give names, dates, and places of the other marriages — see also Section D)*

Children of this marriage

Number of children born of the marriage	

FULL NAME	DATE OF BIRTH / ADOPTION	BAPTIZED?
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐

Separation and civil divorce

Number of separations before the final one	
Date of final separation	
Who initiated the civil divorce?	
Date and place of civil divorce	
Grounds of civil divorce	

6. Have you ever before presented a petition for annulment of this marriage, or of any marriage, to this or any other Tribunal? *(if so, please explain)*

Counseling during the marriage

7. Did you obtain any marriage counseling or professional help during the marriage?	**Yes** ☐	**No** ☐

If so — name of counselor	
Address of counselor	
Approximate dates of counseling	
Was it joint or individual counseling?	

C MARITAL HISTORY

This section is the heart of your petition. Answer as honestly and completely as you can. There is no moral judgment of your answers and no assignment of blame — see the note in Section K. Where a question offers a checklist, check every box that applies and add a brief explanation.

1. What do you see as the fundamental problem or problems in your marriage?

C.2 Life before the marriage

4. Describe each person's life before the marriage *(answer each line briefly)*

	YOU	YOUR FORMER SPOUSE
Education completed		
Work history		
Substance abuse issues		
Mental illness		
Serious financial issues		
Health issues		
Other problems		

5. Previous relationship history *(answer briefly)*

	YOU	YOUR FORMER SPOUSE
Previous serious dating relationships		
Any previous engagement? If yes, why did it end?		

C.3 Courtship

6. Were there any problems, breakups, or infidelity during the courtship with your former spouse? *(please explain)*

C.4 The marriage

YOUR AGE AT MARRIAGE	FORMER SPOUSE'S AGE AT MARRIAGE

7. Was there more than one marriage ceremony? *(civil, non-Christian, etc. — if yes, continue)*	**Yes** ☐	**No** ☐

a. What was the non-Catholic ceremony?	
b. Which one occurred first?	
c. At which point did you consider yourself married?	
d. At which point did your spouse consider him/herself married?	
e. Why did you have the non-Catholic ceremony? *(e.g. family pressure)*	
f. Why did you have the Catholic ceremony? *(e.g. family pressure)*	

C.5 Breakdown of the marriage

8. When did marital problems start? *(approximate date)*	

9. What were these problems?

10. During the marriage, did either of you — separately or together — see: *(if yes, give the name and contact information on a separate sheet)*

	YOU	YOUR FORMER SPOUSE
a. Psychologist	Yes ☐ No ☐	Yes ☐ No ☐
b. Psychiatrist	Yes ☐ No ☐	Yes ☐ No ☐
c. Marital counselor	Yes ☐ No ☐	Yes ☐ No ☐
d. Personal counselor	Yes ☐ No ☐	Yes ☐ No ☐
e. Priest or pastoral minister for marriage counseling	Yes ☐ No ☐	Yes ☐ No ☐
f. Other counselor / adviser	Yes ☐ No ☐	Yes ☐ No ☐

11. Were there temporary separations? *(if yes, continue)*	**Yes** ☐	**No** ☐

Give approximate dates, length of time, reason for each separation, and who initiated reconciliation:

12. Length of common life *(from marriage to final separation)*	**Years**	**Months**

13. Date of final separation *(approximate date)*	

14. Who left, and why?

D PREVIOUS MARRIAGES

If either you or your former spouse were previously married, and divorced or widowed, it is extremely important that you provide all of the information requested below. This information will help the Tribunal to determine if another simpler process may be used in your case. Each and every prior marriage must be considered. If there were several prior marriages, please answer the following questions. Further information or documents may be requested later.

YOURSELF		YOUR FORMER SPOUSE
	Name of the Previous Spouse	
	Religion of Previous Spouse	
	Date of Previous Marriage	
	Place of Previous Marriage	
	Date and Place of Divorce	
	Was that Marriage Annulled?	
	When and by Which Diocese?	

E CURRENT MARITAL STATUS

If you are presently remarried, engaged, or seriously dating someone, this information will help us determine if that person is free to marry at this time. Providing it now can save much time later. This information will not be shared with anyone outside of the Tribunal.

1. Are you presently remarried?	**Yes** ☐	**No** ☐

a. Name and denomination of present spouse	
b. Place and date of wedding	

c. Marital status of present spouse	☐ Single / never married	☐ Married & divorced, not annulled	☐ Married, divorced & annulled

2. Did you enter any marriage between the marriage under investigation and your current marriage? *(if so, please provide details)*

3. Are you presently planning to remarry? *(see point 3 of the Agreement in Section J)*	**Yes** ☐	**No** ☐

a. Place and date of proposed marriage	
b. Denomination of intended spouse	
c. Marital status of intended spouse *(see 1c above)*	

4. Is your former spouse presently remarried?	**Yes** ☐	**No** ☐
5. Is he or she involved in the lives of your children?	**Yes** ☐	**No** ☐

F WITNESSES

It is absolutely necessary to submit the names and complete addresses of witnesses who can support your case. The best witnesses are friends, co-workers, roommates, neighbors, or family members who knew both you and the respondent before and during the marriage. Sometimes it is not possible to locate witnesses easily, and this may be difficult for you. It is essential to the case, however. Unless you first tell the people you list that they will hear from the Tribunal, your witnesses may be surprised and even angered when they receive a brief questionnaire from us. Often the longest delays in cases are caused by witnesses not responding.

Please contact your witnesses personally and ask them to assist you in the case—this will avoid misunderstandings, delays, and hurt feelings.

You must list at least three witnesses, and no more than five.

WITNESS 1			
Name		**Relationship to me**	
Address		**City, State, ZIP**	
Home phone		**Work / cell phone**	
Email		**Has known me since**	

This witness has information regarding: (check all that apply)

☐ My childhood	☐ My former spouse's childhood	☐ Courtship	☐ Married life	☐ Marital problems

Why would he or she be a good witness?	Translator needed? Yes ☐ No ☐ Language:

WITNESS 2			
Name		**Relationship to me**	
Address		**City, State, ZIP**	
Home phone		**Work / cell phone**	
Email		**Has known me since**	

This witness has information regarding: (check all that apply)

☐ My childhood	☐ My former spouse's childhood	☐ Courtship	☐ Married life	☐ Marital problems

Why would he or she be a good witness?	Translator needed? Yes ☐ No ☐ Language:

WITNESS 3			
Name		**Relationship to me**	
Address		**City, State, ZIP**	
Home phone		**Work / cell phone**	
Email		**Has known me since**	

This witness has information regarding: (check all that apply)				
☐ My childhood	☐ My former spouse's childhood	☐ Courtship	☐ Married life	☐ Marital problems

Why would he or she be a good witness?	Translator needed? Yes ☐ No ☐ Language:

WITNESS 4 (OPTIONAL)			
Name		**Relationship to me**	
Address		**City, State, ZIP**	
Home phone		**Work / cell phone**	
Email		**Has known me since**	

This witness has information regarding: (check all that apply)				
☐ My childhood	☐ My former spouse's childhood	☐ Courtship	☐ Married life	☐ Marital problems

Why would he or she be a good witness?	Translator needed? Yes ☐ No ☐ Language:

WITNESS 5 (OPTIONAL)			
Name		**Relationship to me**	
Address		**City, State, ZIP**	
Home phone		**Work / cell phone**	
Email		**Has known me since**	

This witness has information regarding: (check all that apply)				
☐ My childhood	☐ My former spouse's childhood	☐ Courtship	☐ Married life	☐ Marital problems

Why would he or she be a good witness?	Translator needed? Yes ☐ No ☐ Language:

G YOUR EFFORTS TO LOCATE YOUR FORMER SPOUSE

Complete this section only if you do not know your former spouse's current address. If you have provided a correct, current address in Section A, skip to next Section.

Full name of your former spouse, including middle name(s)	
His or her Social Security number *(if unknown, check tax, bank, mortgage, or military records)*	
When was your last contact with your former spouse?	

Was this contact:	☐ In person	☐ By mail	☐ By telephone	☐ Other:

Last known address	
When did you last know the Respondent to be at that address?	
Last known place of employment	
When did you last know the Respondent to be employed there?	
Did you attempt to contact the Respondent at that place of employment?	

1. If you had children together, give the name and address of a son or daughter who has contact with the Respondent

Efforts made to locate your former spouse's current address

Please list in detail. Write "none" where an effort was not made.

Cities / towns searched in telephone books or Directory Assistance	
Attorneys or other professionals contacted — names and locations	
Former friends, neighbors, or acquaintances contacted	
Online services or other computer-assisted searches made	

H AGREEMENT TO TRIBUNAL POLICIES

When you meet with the Case Assessor to submit this booklet to the Tribunal, the Case Assessor will ask you to sign a form on the next page which states that you understand the policies and practices of the Tribunal. There is a positive and practical purpose to this agreement. The Tribunal has handled many cases, and frankly we've learned from mistakes made in the past. The points in the agreement are intended to avoid hurt, embarrassment, and misunderstanding. From the beginning of the case we want you to understand clearly the policies under which we operate.

The first three points state clearly that the Tribunal does not guarantee a favorable decision in your case, and cannot guarantee when a decision will be given. There are many factors which can determine how fast your case will be heard and decided, including the number of new petitions received; illnesses, vacations, and workload of the Tribunal staff; and especially how quickly or slowly your witnesses respond to the Tribunal.

Why do we ask you not to set a date for a future marriage? Because this is a process which deals with your marital status in the Catholic church, and it must be resolved definitely – one way or the other – before you can begin to prepare for another marriage. To avoid confusion, embarrassment, anger and hurt, no date can be set for remarriage in the church until a definitive decision has been given in writing by the Tribunal. Occasionally a Petitioner will ignore this part of the agreement, setting a date for another marriage. Unfortunately, this leads to embarrassment and anger when the Tribunal cannot render a favorable decision before the planned date. Please, do not set a date until you have a favorable decision of the Tribunal in writing. The wait is frustrating, but the problems are much worse if you do set a date and cannot proceed with your plans.

The next two points deal with confidentiality and the limitation of certain rights. As noted, confidentiality is a paramount concern of the Tribunal. Case information will typically be shared only with Tribunal officials, experts, both former spouses and their advocates. You and your former spouse, if he or she so chooses, may read your respective testimonies, the testimony of your witnesses, and the publication of definitive sentence (the ultimate outcome). You are asked to voluntarily and freely waive any right under law to subpoena or demand through discovery or otherwise any case information.

In some cases, the Tribunal will ask an "expert witness," usually a psychologist or family therapist who works with the Tribunal in these matters, to offer insight into the grounds of the case based on his or her professional skills and expertise. Similarly, if your petition for annulment is granted, the Tribunal may offer specific assistance to the priest or deacon assisting you in your plans for remarriage in the church. Also, the Tribunal also may report the abuse of minors and other vulnerable persons in appropriate circumstances. As such, you are asked to give your permission to the Tribunal to release case information as determined in its sole discretion.

We also ask that you agree to maintain confidentiality regarding the case. Because the annulment process is intended only to clarify your marital status according to the doctrine of the Catholic church, you are asked to agree not to use any information that you learn in this case to harm, in any way, your former spouse, any witness or Tribunal official, or the Catholic Church. This includes a waiver of any and all claims and a promise not to sue.

The last two points deal with the documents required for the process and the financial responsibilities.

I AGREEMENT OF PETITIONER WITH THE METROPOLITAN TRIBUNAL OF NEWARK

I, the undersigned petitioner, have ***initialed*** the following points to show that I have read and understood them thoroughly, and that I agree to comply with them in the processing of my annulment petition.

CONCERNING PLANS FOR ANY FUTURE MARRIAGE

1.	I understand and accept that no assurance can be given of an affirmative decision, that is, one granting the annulment.	INITIALS
2.	I understand and accept that no assurance can be given as to a definite time for the completion of the annulment process.	INITIALS
3.	I understand and accept that **ABSOLUTELY NO** arrangements can be made for a future Catholic marriage or convalidation until after I receive a **final** and **affirmative** decision from the Tribunal.	INITIALS

IMPORTANT AND NECESSARY

4.	I freely waive, without reservation, any right under law to subpoena or demand through discovery or otherwise any case information to others, including, but not limited to, medical or psychological professionals to provide their expert opinion to the Tribunal. I also understand that information that leads to suspected child abuse may be reported to the appropriate civil authorities by the Tribunal.	INITIALS
5.	I agree to keep confidential and secret any information that I shall learn in this case. I promise not to use any information that I learn in this case to harm, in any way, my former spouse, any witness or Tribunal official, or the Catholic Church. I freely waive, without reservation, any and all claims that should be asserted under civil law against my former spouse, any witness or Tribunal official, or the Catholic Church for any actions taken or omissions made in this case, and I promise not to sue any such individuals or entities regarding the same.	INITIALS
6.	I have included baptismal certificates for Catholic parties and the civil divorce or annulment. If there is a Catholic marriage certificate, it too is included; otherwise, a copy of whatever marriage certificate exists is provided.	INITIALS
7.	I understand that I am responsible for the costs involved in processing this case. I agree to pay eight hundred dollars ($800) total. A filing fee of Two Hundred Dollars ($200) is attached to this form.	INITIALS

In addition, I affirm that all information contained in this application is accurate and complete.

SIGNATURE OF PETITIONER _____ DATE _____

SIGNATURE OF CASE ASSESSOR _____ DATE _____

J NEXT STEPS, REQUIRED DOCUMENTS & FEES

A Note About How the Tribunal Approaches A Case

When the Tribunal reviews the Testimony in a case, it is not to determine if anyone is at fault. It is not the role of the Tribunal to assign blame to one party or another for any event in the marriage or for the breakup of the marriage itself. It may be an emotional experience for you to reflect on your marriage and to propose grounds for your case. You may be prompted to think of yourself or your former spouse as the "guilty" party. Please understand, though, that for the Tribunal there is no moral judgment of your answers, no assignment of blame or fault, no determination of a "guilty" or "innocent" party. What the Tribunal wants to know is the factual information of what happened and when, and what impact the events had upon your relationship. Please be honest and open, therefore, knowing that neither you nor the Respondent will be judged morally by what you answer.

What's The Next Step?

The next step is for you to meet with a Tribunal Case Assessor. Please do not send this booklet to the Tribunal office directly – it will be returned to you until you meet with a Case Assessor. After you've completed this questionnaire, or if you would like assistance in completing this booklet, please call the Tribunal to make arrangements to meet with a Tribunal Case Assessor. The Case Assessor will forward the case to the office, after meeting with you. If you have met with your parish priest or deacon, you are still required to meet with a Case Assessor in order to present your case to the Tribunal. The Case Assessor has other brief forms which you must sign in his or her presence. To arrange to meet with a Case Assessor, call the Metropolitan Tribunal at (973) 497-4145 during regular business hours.

Required Documents

The following documents must be submitted along with this completed questionnaire. Documents must be originals or certified copies, but not photocopies. You may obtain a certified copy from the city/county which issued the original. All documents will be returned to you.

- ☐ **A RECENT baptismal certificate**, no more than 6 months old, if Catholic (obtainable from the parish of baptism).
- ☐ **Marriage Certificate or License** (obtainable from the city/county which issued the license).
- ☐ **Divorce Decree** (obtainable from the courthouse which issued the divorce decree).
- ☐ **Filing Fee of Two Hundred Dollars ($200)**.

You must also include the completed list of 3 to 5 witnesses. The Filing Fee is non-refundable. Checks may be made payable to the Archdiocese of Newark. The Filing Fee is never waived. If it is impossible for you to pay this amount, please discuss the matter with your parish priest before you meet with the Tribunal Assessor to review this form.

Case Fees

Although the $200 Filing Fee is required at the time your case is submitted, the balance of the case fee is payable as your means allow. In order to handle our heavy caseload, it is necessary for the Tribunal to maintain an efficient office and staff, which costs money. Please know that no one is ever turned away from any Tribunal because of their inability to pay a requested fee.

For more information about the process, please visit **https://www.rcan.org/offices-and-ministries/metropolitan-tribunal**

Metropolitan Tribunal, Archdiocese of Newark · 171 Clifton Avenue, P.O. Box 9500, Newark, NJ 07104-9500 · (973) 497-4145

PLEASE RETURN ALL DOCUMENTS TOGETHER