



**Diocese of Sacramento - The Tribunal**  
2110 Broadway, Sacramento CA 95818  
(916) 733-0225 office – (916) 733-0224 fax  
[www.tribunal.scd.org](http://www.tribunal.scd.org)

## Parish Advocate Check List

Use this checklist to collect the required documents and information and application forms. If anything is missing, the packet will be returned to the Parish Advocate. **DOWNLOAD ALL FORMS FROM THE TRIBUNAL'S WEBSITE: <http://www.scd.org/diocese/forms.html>**. All forms have a checklist within the form.

### FORMAL CASE

- “Form C – Formal Case”** (download form from Tribunal website)
- Recent copy of **baptismal certificate** of Catholic parties (*issued within six months with notations*)  
**NOTE:** If there are no notations on the certificate, it must state “No Notations” on certificate.
- Certified/Original **civil marriage license and certificate** (+ church certificate, if convalidation)  
**NOTE:** California’s marriage license and certificate is one page. Nevada’s (and other states) marriage license and certificate are two separate items. We must have both the **license and certificate**. One indicates the number of previous marriages. If sending a copy of the certified document, please write on the copy “I have seen the original.”
- Certified/Original **decree of dissolution (divorce) or civil nullity**  
**NOTE:** Two documents are required of divorces granted in California: **“Notice of Entry of Judgment” and “Judgment.”** Divorce decrees *from other states* may say “Judgment” at the bottom of the page; that is okay. If sending a copy of the certified documents, please write on the copy “I have seen the originals.”
- Petitioner’s **Summary Statement** (brief summary of courtship and marriage)
- Advocate’s Notes Concerning the Petitioner** (download form from Tribunal website)
- Affidavit of Diligent Search**, if applicable (download form from Tribunal website)
- Deposit of \$150 **OR**  Payment in Full \$600 (check payable to Tribunal – Diocese of Sacramento)

### LIGAMEN

- “Ligamen” Form
- Certified/Original civil marriage **license and certificate** of marriage between Petitioner and Respondent  
**NOTE:** California’s marriage license and certificate is one page. Nevada’s (and other states) marriage license and certificate are two separate items. We must have both the **license and certificate**. One indicates the number of previous marriages. If sending a copy of the certified document, please write on the copy “I have seen the original.”
- Certified/Original decree of dissolution (divorce) or civil nullity between Petitioner and Respondent  
**NOTE:** Two documents are required: **“Notice of Entry of Judgment” and “Judgment.”** If sending a copy of the certified documents, please write on the copy “I have seen the originals.”
- Certified/Original civil marriage **license(s) and certificate(s)** of Respondent’s previous marriage(s) to Co-Respondent(s)  
**NOTE:** California’s marriage license and certificate is one page. Nevada’s (and other states) marriage license and certificate are two separate items. We must have both the **license and certificate**. One indicates the number of previous marriages. If sending a copy of the certified document, please write on the copy “I have seen the original.”
- \$175 fee (check payable to Tribunal – Diocese of Sacramento)

## LACK OF FORM

- “Lack of Form” form
- Recent copy of baptismal certificate of Catholic parties (*issued within six months with notations*)  
NOTE: If there are no notations on the certificate, it must state “No Notations” on certificate.
- Certified copy of civil marriage license and certificate  
NOTE: California’s marriage license and certificate is one page. Nevada’s (and other states) marriage license and certificate are two separate items. We must have both the license and certificate. One indicates the number of previous marriages. If sending a copy of the certified document, Advocate please write on the copy “I have seen the original.”
- Final decree of dissolution (divorce) or civil nullity (*must include signature of judge*)  
NOTE: Two documents are required: “**Notice of Entry of Judgment**” and “**Judgment**.” If sending a copy of the certified documents, Advocate please write on the copy “I have seen the originals.”
- \$50 fee (check payable to Tribunal – Diocese of Sacramento)

## PAULINE PRIVILEGE

- “Pauline Privilege” Form
- Certified/Original marriage license/certificate for Petitioner and Respondent  
NOTE: California’s marriage license and certificate is one page. Nevada’s (and other states) marriage license and certificate are two separate items. We must have both the license and certificate. One indicates the number of previous marriages.] If sending a copy of the certified document, please write on the copy “I have seen the original.”
- Certified/Original divorce decree documents for Petitioner and Respondent  
NOTE: Two documents are required: “**NOTICE OF ENTRY OF JUDGMENT**” and “**JUDGMENT**.”] If sending a copy of the certified document, please write on the copy “I have seen the original.”
- Certified/Original marriage license/certificate of current marriage, *if remarried*  
NOTE: California’s marriage license and certificate is one page. Nevada’s (and other states) marriage license and certificate are two separate items. We must have both the license and certificate. One indicates the number of previous marriages.] If sending a copy of the certified document, please write on the copy “I have seen the original.”
- Catholic baptismal certificate for Petitioner (with notations, issued within the last six months)
- Catholic baptismal certificate for present or intended spouse (with notations, issued within the last six months)
- Any decrees of nullity for prior and subsequent marriages
- \$175 fee (make check payable to: Tribunal)

## FAVOR OF THE FAITH

- "Form C – Formal Case"
- Recent copy of baptismal certificate of Catholic parties (*issued within six months with notations*)  
NOTE: If there are no notations on the certificate, it must state "No Notations" on certificate.
- Certified copy of civil marriage license and certificate (+ church certificate, if convalidation)  
NOTE: California's marriage license and certificate is one page. Nevada's (and other states) marriage license and certificate are two separate items. We must have both the license and certificate. One indicates the number of previous marriages. If sending a copy of the certified document, Advocate please write on the copy "I have seen the original."
- Final decree of dissolution (divorce) or civil nullity (*must include signature of judge*)  
NOTE: Two documents are required: "**Notice of Entry of Judgment**" and "**Judgment.**" If sending a copy of the certified documents, Advocate please write on the copy "I have seen the originals."
- Summary Statement – Petitioner's brief summary of courtship and marriage
- Deposit of \$100 **OR**  Payment in Full (\$650) (check payable to Tribunal – Diocese of Sacramento). A fee of \$550 is sent to Rome with the case.

## DEFECT OF FORM

- "Form C – Formal Case"
- Recent copy of baptismal certificate of Catholic parties (*issued within six months with notations*)  
NOTE: If there are no notations on the certificate, it must state "No Notations" on certificate.
- Certified copy of civil marriage license and certificate (+ church certificate, if convalidation)  
NOTE: California's marriage license and certificate is one page. Nevada's (and other states) marriage license and certificate are two separate items. We must have both the license and certificate. One indicates the number of previous marriages. If sending a copy of the certified document, Advocate please write on the copy "I have seen the original."
- Final decree of dissolution (divorce) or civil nullity (*must include signature of judge*)  
NOTE: Two documents are required: "**Notice of Entry of Judgment**" and "**Judgment.**" If sending a copy of the certified documents, Advocate please write on the copy "I have seen the originals."
- Summary Statement – Petitioner's brief summary of courtship and marriage
- Pre-nuptial file from church of marriage
- \$175 fee (check payable to Tribunal – Diocese of Sacramento)