

## PRO SE DIVORCE CHECKLIST

**This Checklist must be completed and signed by the Plaintiff and submitted along with the Final Judgment and Decree of Divorce to the Court:**

1. Plaintiff's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_
  2. Defendant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_
  3. Is the Plaintiff a resident of \_\_\_\_\_ County, South Dakota? Yes \_\_\_\_\_ No \_\_\_\_\_
  4. Is the Defendant a resident of \_\_\_\_\_ County, South Dakota? Yes \_\_\_\_\_ No \_\_\_\_\_
  5. Have you filed a Summons and Complaint? Yes \_\_\_\_\_ No \_\_\_\_\_
  6. Have the Summons and Complaint been served on the other party?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- \* You must either file a Sheriff's Return of Service showing proof of service upon the opposing party OR an Admission of Service signed by the opposing party.**
7. Are there any minor children involved? Yes \_\_\_\_\_ No \_\_\_\_\_ *(if yes, use Pro Se Divorce Forms WITH Children packet)*
  8. Is the wife pregnant? Yes \_\_\_\_\_ No \_\_\_\_\_ *(if yes, use Pro Se Divorce Forms WITH Children packet)*
  9. Has it been 60 days since the other party was served the Summons and Complaint?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  10. Did the other party file a response to the Summons and Complaint?  
Yes \_\_\_\_\_ No \_\_\_\_\_

11. You must have filed the following documents before submitting a proposed Final Judgment and Decree of Divorce to the Court for consideration:

- a. Summons signed by Plaintiff ✓  
\_\_\_\_\_
- b. Complaint signed by Plaintiff \_\_\_\_\_
- c. Admission of Service signed by the other party \_\_\_\_\_

**OR**

- Sheriff's Return of Service \_\_\_\_\_
- d. Stipulation/Agreement signed by both parties \_\_\_\_\_

**OR**

- Motion for Default Judgment AND Affidavit of Default (must be notarized) \_\_\_\_\_
- e. Affidavit of Jurisdiction and Grounds (See SDCL § 25-4-17.3) \_\_\_\_\_
  - \* (If you wish to use Irreconcilable Difference as grounds, both parties must sign an Affidavit which must be notarized.)

I have reviewed the documents filed in this matter and verify that the information is complete and correct.

DATE: \_\_\_\_\_

\_\_\_\_\_

PLAINTIFF'S SIGNATURE