

**UNCONTESTED DIVORCE FILING INSTRUCTIONS**  
**WITH MINOR CHILDREN – JOINT CUSTODY**  
**WAGONER COUNTY**  
**(Step 1)**

**REVIEW ALL DOCUMENTS IN EVERY FOLDER TO CHECK FOR CORRECTNESS BUT KEEP THEM IN ORDER. SHOULD YOU FIND A MISTAKE SIMPLY LET US KNOW.**

**FOLDER 1:**

Document(s) in this folder:

**Petition for Dissolution of Marriage  
UCCJEA Affidavit**

**Follow these steps:**

Petitioner is the only person that signs in this step.

1. Bring **FOLDER 1** to a Notary Public
  - a. A notary public can be found in many places such as banks, tag agencies, etc.
  - b. Be sure to have your photo id ready when you go before the notary.
  - c. A notary public acts as an official witness to the identity of a person who comes before the notary and nothing more.
2. Have the notary public notarize your signature on the documents in this folder.
3. Bring **FOLDER 1** to the address below for filing the documents with the Wagoner County Court Clerk.
  - a. Be sure to have 3 copies of the signed and notarized original document.
  - b. There will be a one-time filing fee of approximately \$252.14 for the filing of your documents that you will pay directly to the office of the court clerk.

**Wagoner County Courthouse  
Court Clerk's Office  
307 E. Cherokee Street, 1st Floor  
Wagoner, Oklahoma 74477  
Phone #: 918-485-4508**

**\*\*\*\*\*BE SURE TO WAIT 24 HOURS BEFORE MOVING ONTO STEP 2\*\*\*\*\***

**The court clerk requires you to have your spouse wait a minimum of one day after Petition is filed before your spouse signs in Folders 2 & 3**

Disclaimer: These instructions nor its content shall not be considered as "Legal Advice". Only a licensed attorney can provide legal advice. The content of these instructions is intended for those who wish to represent themselves "Pro Se" as applicable by Oklahoma Law. The information contained herein is provided for help in the form of a "Legal Document Preparation Service". WE DO NOT GIVE LEGAL ADVICE. We only provide the documents to perform a Pro Se divorce in Oklahoma.

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**WAGONER COUNTY**  
**(STEP 2)**

**FOLDER 2:**

Document(s) in this folder:

**Entry of Appearance and Waiver of Service**

**Follow these steps:**

Petitioner and Respondent will both be signing in this step.

1. Bring **FOLDER 2** to a Notary Public
  - a. A notary public can be found in many places such as banks, tag agencies, etc.
  - b. Be sure to have your photo id ready when you go before the notary.
  - c. A notary public acts as an official witness to the identity of a person who comes before the notary and nothing more.
  - d. You can send the document s to the Respondent, have him/her sign before a notary and send back to you or you can just have him/her meet you where there is a notary.
  - e. Make sure once the document has been signed and notarized that you get the original document back for filing with the court clerk.
2. Have a notary public notarize both of your signatures on the documents in this folder.
3. Bring **FOLDER 2** to the address below for filing the documents with the Wagoner County Court Clerk.
  - a. Be sure to have 3 copies of the signed and notarized original document.
  - b. Once you have filed the Application to Waive the Waiting Period you should be directed when to see your Judge for his/her signature on the Order to Waive Waiting Period.
  - c. Once the Judge has signed the Order to Waive Waiting Period, take the Order back to the Court Clerk's office for filing.

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**\*\*\*THE COURT CLERK'S OFFICE WILL TELL YOU WHEN YOUR HEARING IS\*\*\***

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**(Step 3)**

**FOLDER 3:**

Document(s) in this folder:

**Decree of Dissolution of Marriage**  
**Exhibit 1 – Visitation Schedule**  
**Exhibit 2 – Relocation Order**  
**Exhibit 3 – Joint Custody Plan and Order**  
**Child Support Calculation**

**Follow these steps:**

Petitioner and Respondent will both be signing in this step.

The Joint Custody Plan is the only document in this step that requires a notary public. Once you have both signed all the documents in the folder and the Joint Custody Plan has been signed and notarized complete the following:

1. Bring **FOLDER 3** to the address below on your scheduled hearing date.
  - a. We suggest that you arrive approximately 15 minutes before your scheduled time.
  - b. We suggest that you dress professionally and be courteous.

**Wagoner County Courthouse**  
**307 E. Cherokee Street, 1st Floor**  
**Wagoner, Oklahoma 74477**

2. Present **FOLDER 3** to the Judge for his/her review and signature.
  - a. If the Judge requires any revisions, take a note of what the Judge wants modified, and contact us to schedule an appointment for Revisions.
3. Once the Judge has approved and signed all of the documents in this folder, take it to the Court Clerk's Office for filing.
  - a. You will want to get a couple copies of the original (one for you and one for the Respondent.)

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