



METROPOLITAN TRIBUNAL
ARCHDIOCESE OF SAN ANTONIO
2718 W. Woodlawn Ave., San Antonio, TX 78228
www.archsa.org/tribunal
210-734-1661

Instructions for the Submitting Minister completing the Collaborative Process

1. The Petitioner will indicate to you whether the Respondent is willing to participate and/or also wants/believes that the marriage should be declared invalid. If the Respondent is in any way hostile towards this process, *do not use the collaborative process*.
 - a. The Respondent **must be willing** and able to initial all the statements in the Respondent's request for the Collaborative Process. If the Respondent is opposed to the process and/or is unwilling to participate in the process, then the Submitting Minister should not use the Collaborative Process and should only submit the Formal Petition for a Declaration of Nullity and its corresponding documents.
 - b. All documents, questionnaires, and other forms submitted by the Respondent **must be submitted directly to the Submitting Minister** and not by the Petitioner. Also, the Petitioner is not permitted to submit the entire packet for the Collaborative Process to the Tribunal directly, but must be submitted by the Submitting Minister or another member of the parish staff that is not a party or witness for the submitted case. Also, the Submitting Minister is not permitted to grant access to or show to the Petitioner the questionnaire, request, and other documents and forms submitted by the Respondent.
2. The Petitioner will complete the "Request for the Collaborative Process – Petitioner" and submit it to the Submitting Minister. They also at this point should already have spoken with the Respondent and received verbal agreement to participate.
3. The Submitting Minister will send the following documents to the Respondent:
 - a. Letter to the Respondent
 - b. Request for the Collaborative Process – Respondent (which includes the questionnaire)
 - c. Respondent Witness Form
4. The Respondent will return the above forms.
5. The Submitting Minister will then submit the following directly to the Tribunal:
 - a. Formal Petition for a Declaration of Nullity and its supporting documents and deposit (the regular petition must accompany the Collaborative Process forms)
 - b. Request for the Collaborative Process – Petitioner
 - c. Request for the Collaborative Process – Respondent
 - d. Respondent Witness Form (if they decide to provide witnesses)
6. After the Petition is received, the Judicial Vicar will decide if the Petition can be completed as a Collaborative Process case and the parties and submitting minister will be cited/notified. Please note that even if the Judicial Vicar decides not to hear the case using the Collaborative Process, it is very helpful for the Tribunal if the Respondent has already been informed and agreed to participate in the Process.
7. If there are any questions, do not hesitate to contact the Metropolitan Tribunal.