



Memo

Date: November 20, 2017

To: Priests, Deacons, Directors of Religious Education, RCIA Coordinators and Case Sponsors

From: Fr. Daniel Ketter, Judicial Vicar, Metropolitan Tribunal

Re: RCIA, Lack of Form Cases and Convalidations

Now that your RCIA programs are in full swing, you may have discovered some catechumens and/or candidates who have irregular marital situations that need to be addressed pastorally and canonically. The Metropolitan Tribunal is ready to assist you.

Declarations of nullity due to lack of canonical form and requests for permissions or dispensations for convalidation generally can be completed in advance of the Easter Vigil, provided they are submitted to the Metropolitan Tribunal in a timely manner with all required information and documentation.

Please send all paperwork to arrive in our office no later than **December 22, 2017**. Forms and instructions can be found on the archdiocesan [website](#). Please note that convalidation paperwork needs to be submitted to the Metropolitan Tribunal when a permission or dispensation is required or when the convalidation will take place outside the parish.

Lastly, keep in mind that in the course of processing these cases, sometimes unforeseen facts emerge that preclude a case from being completed in time for the Easter Vigil, even if we receive the paperwork by the deadline. Please be assured that we will do all we can to facilitate the completion of each case in a timely manner.

May God bless you and all those you are preparing to receive the Easter sacraments.