

# Qualified Domestic Relations Order Overview

## ESTIMATED TIME

1. Receive Retainer Agreement, payment, and personal information from client and QDRO Procedures and Suggested Formats from Plan.



7-10 business days

2. Prepare first draft of Order and submit to attorneys for review.



20-30 business days (attorney-driven)

3. After approval by attorneys, submit Order to Plan Administrator for review before signature. (Some Plan Administrators will not pre-review.)



3 business days

4. After review by Plan Administrator return to attorneys for signature by attorneys, spouses, and Judge.



30-45 business days (administrator-driven)

3 business days

5. Receive court-certified Order from attorney and USPS Second Day to Plan Administrator for approval and segregation of funds.



20-30 business days (attorney-driven)

3 business days

6. Obtain copy of receipt, approval, and interpretation letter from Administrator.



20-30 business days (administrator-driven)

7. Optional meeting with spouse to review and assist with transfers to personal account and/or beginning of monthly benefits.



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