

KINGS COUNTY SUPREME COURT  
MATRIMONIAL TERM CLERKS OFFICE 360 ADAMS ST. - 10 FLOOR

(8/11)

Last Name of Plaintiff \_\_\_\_\_ Index No. \_\_\_\_\_ Date \_\_\_\_\_

**UNCONTESTED MATRIMONIAL CHECKLIST - (Check appropriate boxes below.)**

Forms listed in **bold** print shall be submitted in every case.

**PLEASE SUBMIT UNCONTESTED DIVORCE IN THE FOLLOWING ORDER:**

- UCS840                **RJI fully completed & legible with County Clerk filed stamp**
  
- UCS 840 M            Matrimonial Addendum to RJI when there are children under 18.
- \*                    New York State Case Registry Filing Form
- UCS-111              Child Support Summary Form
  
- DOH-2168            Certificate of Dissolution**
  
- UD1 & UD-2/A-3        Summons with Verified Complaint OR Summons with Notice**  
**OR UD 1a/A-1            with County Clerk stamp showing date of filing**
  
- UD-3/A-4            Affidavit of Service        **-OR-**         UD-7 / A-5 Affidavit of Defendant
  
- UD-9/A-10           Note of Issue stamped by County Clerk
  
- UD-6/A-9            Affidavit of Plaintiff
  
- DRL 255 (formerly DRL 177) compliance in affidavits or stip**
  
- Corroborating Affidavit of Third Party (annulment/ or adultery cases only)
  
- UD-4&4a/A-6         Sworn Statement of Removal of Barriers to Remarriage with proof of service
  
- UD-5/A-8            **Affirmation (Affidavit) of Regularity**
  
- UD-12/A-14           **Rule 130 Certification**
  
- UD-8        \*            Child Support Worksheets - ***Shall be submitted when there are unemancipated children under the age of 21 who are supported by parent or guardian, unless Family Court order of support or written stipulation containing all statutory basic support information is submitted.***
  
- UD-8a               Support Collection Unit Information Sheet, if applicable
- Income Deduction Order, if applicable
- UD-8b       \*            Qualified Medical Child Support Order - shall be submitted if a group health plan is available and there are unemancipated children under 21 years of age.
  
- Written Agreements - (signed, acknowledged, and notarized by both parties, include DRL 255 language as to health insurance notification requirements and **stamped paid by County Clerk**)
  
- UD-10/A-12 \*         **Findings of Facts and Conclusions of Law** - when there are unemancipated children of the marriage under 21 years of age basic support obligation information shall be included. DRL 255 language shall be included when there is an agreement present.
  
- UD-11/A-13 \*         **Judgment of Divorce** - when there are unemancipated children of the marriage under 21 years of age a sum certain child support award shall be included in the judgment.

\* Please note child support statutory requirements.