

## Bronx County Supreme Court QDRO Checklist

Title of Action \_\_\_\_\_ -vs- \_\_\_\_\_ Index # \_\_\_\_\_

The following documents, in the exact order listed, must be presented personally or by mail to the Matrimonial Clerk's Office, Room 217:

- \_\_\_ \$45.00 filing fee - required for each Amended QDRO, DRO or Court Order Acceptable for Processing, otherwise, no filing fee is required. In addition, an affirmation or affidavit detailing the reason for the amendment must be submitted.
  
- \_\_\_ Notice of Settlement (Refer to instructions for settling Findings of Fact and Judgment)
  
- \_\_\_ QDRO, DRO or Court Order Acceptable for Processing\*
  
- \_\_\_ The order must contain the following information:
  - Name and present address of each party
  - Social security number of each party
  - Name of plan to which it applies
  - Name and address of plan administrator
  - A statement specifying the amount or percentage of the participant's benefits to be paid to the alternate payee by the plan. (Distribution formula)
  - A statement basically indicating that nothing contained in the Order shall, in any way, require the plan to provide any form, type, or amount of benefit not otherwise provided under the plan
  - A statement that the Court retains jurisdiction
  
- \_\_\_ Proof of service of Notice of Settlement and QDRO, DRO or Court Order Acceptable for Processing
  
- \_\_\_ A copy of the underlying Judgment of Divorce, transcript and stipulation that pertains to the QDRO, DRO or Court Orders Acceptable for Processing, if papers are being submitted after entry of Judgment
  
- \_\_\_ Part 130 Certification
  
- \_\_\_ Two (2) self-addressed, stamped postcards

\* **Pre-approval by plan administrator is suggested.**