

**KINGS COUNTY SUPREME COURT  
MATRIMONIAL TERM CLERK'S OFFICE  
360 ADAMS STREET, 10th FLOOR**

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:**

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