

DOCUMENT SEQUENCE FOR **CONTESTED** OR UNDEFENDED MATRIMONIALS

Plaintiff's Name \_\_\_\_\_ Index # \_\_\_\_\_

Notice of Settlement Date \_\_\_\_\_ Judge \_\_\_\_\_

**Bold items should be submitted for every case and shall be in the below order.**

- Child Support Registry Form. *include when child support award money amount is paid party to party.*
- UCS 111 Child Support Summary Form. *filed when child support is ordered in judgment.*
- Qualified Medical Child Support Order. *(If applicable)*
- Qualified Domestic Relations Order. *(If applicable)*
- Certificate of Dissolution.** *Completed fully. Legible Originals only.*
- Summons or Summons w/ Notice.** *Caption should match County Clerk record and Judgment exactly.*
- Verified Complaint/Answer/Counterclaim/Reply.** *Unless withdrawn or interposed in transcript.*
- Note of Issue** *include proof of payment, County Clerk's receipt stamp on face of note.*
- Adoption of Oral Stipulation. *When required in transcript or by judge, shall be signed & acknowledged.*
- Affirmation of Lateness. *When filing settlement past 60 days of decision.*
- Written Stipulation. *\$35 fee required for stipulations of settlement provide county clerk receipt stamp*
- Family Court Order or any Court Decision. *If relevant to Judgment.*
- Transcript.** *Certified (signed) by reporter. Serve with proposed Judgment .*  
(Please note there are rare occurrences where a comprehensive Memo Dec after trial can take place of transcript)
- Notice of Settlement.** *Notice date that corresponds with proof of service and comports with UCR202.48,*
- Proof service of Findings, Judgment & Minutes or Waiver . See above statement regarding UCR202.48.*
- Findings of Fact and Conclusions of Law.** *Completed fully.*
- Judgment.** *Completed fully.*

**Submissions filed after notice date or submissions noticed for Saturday, Sunday or Holiday does not comport to (UR) 202.48**

**Counter proposals require notice for same day as original proposal in accordance with (UR) 202.48.**

Copies of required documents can be obtained at County Clerks Office Rm. 189 Window#6