

~ UNCONTESTED MATRIMONIAL CHECKLIST ~

Case Name: \_\_\_\_\_

RJI No.: \_\_\_\_\_

**NECESSARY FORMS**

- UCS-111 form
- Note of Issue
- RJI

**SERVICE**

- Summons with notice
- Filed \_\_\_\_\_  
Served \_\_\_\_\_
- Proof of service  
\_\_\_\_\_
- Affidavit of Regularity
- Military Status

**CHILDREN**

- DRL § 76-h affidavit
- SCU services declined
- QMCSO information
- Copies of Family Court orders
- CSSA Chart to pro se party
- DRL § 240 (1) (a-1) check
- NYS Case Registry Filing Form

**COMPLAINT**

- Verified
- DRL 230 Requirement Met:
  - Married in NY – P/D resident ≥ 1 year
  - H & W in NY – P/D resident ≥ 1 year
  - Cause in NY – both reside at commencement
  - P/D resident ≥ 2 years
- Sufficient grounds:  
DRL § 170 ( )

**PROOF**

- Affidavit of merit/testimony

**JUDGMENT**

- Parties' S.S. numbers
- Resumption of maiden name

**FINDINGS AND DECISION**

- Child support deviations explained
- Maintenance/Equitable distribution addressed
- Health care provisions

**SEPARATION AGREEMENT**

- Signed
- Filed with County Clerk
- Equitable distribution
- Maintenance
- Health insurance (DRL § 255)
- Adoption of oral stipulation

**CHILD SUPPORT IN AGREEMENT**

- Required language
- Compliance or deviation explained
- Health care provisions

**MISCELLANEOUS**

- Barriers affidavit/proof of civil ceremony
- Part 130 certification
- SASE

**COMMENTS:**