

Uncontested Divorces Additional Instructions

The Court Clerk's Office Is Prohibited From Providing Legal Advice

The Court Clerk's Office cannot assist you in the completion of these forms.

If you require assistance, seek the advice of an attorney.

You may be able to obtain assistance from

- Legal Aid Society of Mid-New York 475-3127
- Hiscock Legal Aid Society 422-8191
- Onondaga County Bar Association
Lawyer Referral Service 471-2690
- Volunteer Lawyer Project 471-3409

The Onondaga County Bar Association's Volunteer Lawyer Project conducts a "Pro Se Divorce Workshop" each year in January, April and September. You may call 471-3409 for information on upcoming dates and eligibility.

Filing Fees

At the start. You must pay the following fees to the Onondaga County Clerk to begin your action for an uncontested divorce unless you are granted Poor Person status by the Court:

- Index Number Fee \$ 210.00
- Note of Issue Fee \$ 30.00
- Request for Judicial Intervention Fee \$ 95.00

Please check with the Onondaga County Clerk's Office to determine how to pay the fees. The Onondaga County Clerk's Office telephone numbers are 435-2226 or 435-2227.

At the end. You must pay the following fees to the Onondaga County Clerk to finalize your action for an uncontested divorce unless you are granted Poor Person status by the Court:

- Certificate of Dissolution Filing Fee \$ 5.00
- Certified Copy Judgment of Divorce
(to send to Defendant) \$ 5.00 Minimum

Forms Available On The Internet

You may obtain copies of the Uncontested Divorces Without Children Under 21 Official Forms Set or the Uniform Uncontested Divorce Packet on the Unified Court System's CourtHelp website at www.nycourts.gov/litigants/divorce. Please avoid using inkjet printers to print the forms.

Current Address Needed

Please be sure to provide the Court Clerk's Office with your current address and telephone number.

Additional Forms Required Or Used By Onondaga County Supreme

Matrimonial Checklist. You must complete the Matrimonial Checklist (2007 Edition) and include it with your papers when you file them with the Court Clerk's Office.

You May Request the Judicial Hearing Officer ("JHO") to Review Your Paperwork. Paperwork submitted to a justice assigned to the **Dedicated Matrimonial Part** will be reviewed as soon as that justice's calendar and trial schedule allow. Because the JHO is only responsible for reviewing uncontested matrimonial actions, paperwork submitted to the JHO may be reviewed sooner than paperwork submitted to a justice assigned to the Dedicated Matrimonial Part. If you want your paperwork reviewed by the JHO, you must sign the Stipulation on Uncontested Matrimonial Action.

Judgment of Divorce. The Fifth Judicial District Civil Case Management Rules (Revised 10/13/05) require that you include additional language with respect to the referral of future matters to Family Court in the Judgment of Divorce. The Court Clerk's Office has included substitute pages for either page 4 of the Judgment of Divorce (Form A-13) in the Uncontested Divorces Without Children Under 21 Official Forms Set or the last two (2) pages of the Judgment of Divorce (Form UD-11) in the Uniform Uncontested Divorce Packet. Please use the substitute pages.

Copy of Separation Agreement, Opting-Out Agreement or Family Court Order. A copy of any Separation Agreement, Opting-out Agreement or Family Court Order must be attached to the Judgment of Divorce (Form A-13 or UD-11) if the terms are being incorporated in the Judgment of Divorce.

Health Insurance Coverage Notification. Beginning **October 30, 2007**, you must complete this form and include it with your papers when you file them with the Court Clerk's Office.

Form UCS-111. The Form UCS-111 provided in the Uniform Uncontested Divorce Packet is not the most recent revision. Please use the Form UCS-111 (Revised 12/01) provided as a separate form. **Ignore** the reference to Form UCS-113 in the Uniform Uncontested Divorce Packet on pages 10 and 33.

Application for Child Support Services. Complete this form if you want your child support payments through the Support Collection Unit.

Forms NOT Required By Onondaga County Supreme Court

You do not have to use the Support Collection Unit Information Sheet (Form UD-8a) Postcard or Notice of Settlement supplied with the Uniform Uncontested Divorce Packet.