

Judgment Office Notice

Please take notice that submission of a judgment or order must occur within 60 days of the court directing such submission. Failure to do so may result in the case being deemed abandoned pursuant to Uniform Rule 202.48.

* Judgments and Orders are to be submitted as originals under a legal back which lists the name address and phone number of the submitting party or attorney. { *CPLR 2101 (d)* } Submission of fax copies, and illegible photocopies as originals without good cause will not be accepted. Failure to submit papers in this manner may result in rejection by this office.

* Judgments and Orders to be submitted pursuant a decision of the court must include a copy of such decision with the submission. If the decision is rendered on the record, you must submit a copy of the transcript.

* **Qualified Domestic Relations Orders** to be submitted for signature must include a notice of settlement date or waiver, proof of service, pre-approval by the plan administrator where possible, an affidavit or affirmation detailing plan and participant information, and a copy of the judgment and stipulation which authorizes the QDRO. **See the checklist section for details.**

* All judgments and orders submitted for signature must be accompanied by a self addressed post card with the name of the case and index number on it. Upon the order or judgment being signed, the date of signature will be put on the card, and mailed out by the County Clerk. This office does not accept telephone inquiries as to status of judgments and orders. You may either appear in person, or send in a written inquiry with a self addressed envelope.

* Any **counter-orders or judgments** submitted, **must** include an affirmation or affidavit explaining the need for such submission, and the differences in the submissions. A marked copy of the judgment showing the differences must be submitted pursuant to court rule 202.48 as amended. Failure to do so will result in the rejection of your papers.

* Any request for **expedited handling** must include an **affirmation of emergency**, or it will not be considered by the Justice / Referee.

* All stipulations must be in compliance with DRL §177 (*as replaced by DRL §255*) - or an addendum will be needed.

PLEASE TAKE NOTICE that the Department of Health requires an **original** document when filing **certificates of dissolution** in a matrimonial action. You **must** use the form provided by the DOH, (**form # DOH-2168**), amended **5/2000**. Photocopies will **not** be accepted. Forms are available at the Judgment Office, and the County Clerk.

PLEASE TAKE NOTICE that any request for child support must include the requisite advisement regarding Support Collection services (DRL 240). If not contained in your stipulation, a separate Child Support Enforcement Bureau (CSEB) affidavit must be furnished. A copy of the judgment and the affidavit will be forwarded to the CSEB upon signature. Make sure the judgment contains the requisite notice pursuant to DRL 240-c.