

## MATRIMONIAL CENTER

1/2014

### - HELP PAGE -

#### Transmittal Reports of Judgments and Orders sent to the Nassau County Clerk.

**The Nassau County Clerk also acts as the Clerk of the Supreme Court. Each judgment or order signed in the Supreme Court is sent to the Clerk to be entered and placed in the court file. Each day, the Matrimonial Center sends over various signed documents for this purpose, each appearing as part of a transmittal report. This report accompanies the documents to ensure that all the documents listed are received by the Clerk.**

There are generally five types of transmittal reports generated by the Matrimonial Center. Each of these reports will have a file name associated with it. The file name will have a **letter code** to identify the particular report type, followed by **8 numbers** (*day/month/year*) to identify the date of the report. The reports and identifying codes are as follows:

- ▶ **Contested Matrimonial Judgments - (CM)** - these are divorce judgments issued in cases where there was opposition to the divorce, and the case was assigned to judge for conference or motion. The case either settled after that, or was decided by the court. These reports would contain the judgment together with any other orders **submitted and signed at the same time.**
- ▶ **Uncontested Matrimonial Judgments - (UM)** - these are divorce judgments issued in cases where either the parties have agreed to the divorce **before** submission to the court, or where there has been a default in appearance by the defendant. These reports would contain the judgment together with any other orders **submitted and signed at the same time.**
- ▶ **Miscellaneous Orders and Judgments - (MISC)** - these are various orders and judgments submitted by attorneys or litigants (*other than a divorce judgment*) which are signed either **before or after** the divorce judgment.
- ▶ **Ex Parte Orders - (EXP)** - these are orders submitted without notice by attorneys or litigants (*alternative service orders, poor person orders, etc.*)
- ▶ **Short Form Orders - (SFO)** - these are orders issued by the court after a motion, hearing, or trial.

You may search for judgments by **plaintiff or defendant's last name**, by clicking on the “**Search by Plaintiff or Defendant**” button. To find out if a particular judgment or order has been signed and forwarded to the Nassau County Clerk, please follow the following procedures:

- Type in your chosen search information. Press the enter key.
- If there is a transmittal report or multiple reports containing your search information, the file will show up with a *file name*. The file name will be the code described above, and end in the letters *pdf*.

[ for example: if your search generates a file **CM08222002.pdf**, that would represent the transmittal report for *contested matrimonials (CM)*, with a report date of *8/22/02 or August 2, 2002 (08222002)*. If the file reads as **SFO09052002.pdf**, that would be the *short form order (SFO)* report for *9/5/2002*.]

**Please note: Your search may result in multiple reports being found. There may be various orders and judgments issued a different times. Utilize the file name code and an approximate time frame to help narrow your search. You can also check the “Hit Rank” percentage on the left to see if it a 100% match or not.**

- Use the mouse and left click the *file name* of the report you wish to view. The date of the report will be on top. Scroll down the report to find the case you are looking for. The cases are listed in alphabetical order by *plaintiff’s last name*. Each report will have the *index number* of the cases, the *initials of the Justice, Referee or Judicial Hearing Officer* that signed the papers, and the a code to identify the *type of papers* contained on the report. Below, you will find a listing of the most recent initials and codes.

<b>HSZ</b>	<b>Hon. Hope S. Zimmerman</b>	<b>CDS</b>	<b>Hon. Conrad Singer</b>
<b>EAM</b>	<b>Hon. Edward A. Maron</b>	<b>EMD</b>	<b>Hon. Edmund Dane</b>
<b>NJ</b>	<b>Hon. Norman Janowitz</b>	<b>GJO</b>	<b>Hon. Geoffrey J. O’Connell/JHO</b>
<b>SDB</b>	<b>Hon. Stacy D. Bennett</b>	<b>TAS</b>	<b>Thomas A. Speziale - Referee</b>
<b>SKP</b>	<b>Hon. Sondra K. Pardes</b>	<b>MFM</b>	<b>Marie McCormack - Referee</b>
<b>LS</b>	<b>Hon. Leonard Steinman</b>		
<b>MCR</b>	<b>Hon. Margaret C. Reilly</b>		
<b>JG2/JAG</b>	<b>Hon. Jeffrey Goodstein</b>		
<b>SMG</b>	<b>Hon. Sharon M.J. Gianelli</b>		
<b>JTC</b>	<b>Hon. Julianne T. Capetola</b>		
<b>FR</b>	<b>Hon. Francis Ricigliano</b>		

<b>JD</b> - Judgment of Divorce	<b>QDRO</b> - Qualified Domestic Relations Order
<b>QMSO</b> - Qualified Medical Child Support Order	<b>IWO</b> - Income Withholding Order
<b>STIP</b> - So Ordered Stipulation	<b>JUDG</b> - Judgment (other than divorce)
<b>WARR</b> - Warrant	<b>MIN</b> - So Ordered Minutes
<b>ORD</b> - Order	

**NOTE:** A “JD” code as a prefix (example “JDQMSO”) means that the QMSO was submitted and sent over with the Judgment of Divorce. The code “QMSO” without the prefix would indicate the order came in on its own.

- If you do not get any results on your search, re-check your information. If you still do not get any results, the order or judgment may not yet be signed. You can check with the Matrimonial Clerk’s Office if you have further questions.

**NOTE:** Please take note of the date of the transmittal report. You may need this information for the County Clerk to locate your signed papers when seeking to obtain a certified copy.

