

~ 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
- RJI Addendum

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
- 22 NYCRR 202.50 (b) (4)

FINDINGS AND CONCLUSIONS

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

SEPARATION AGREEMENT

- Signed
- Filed with County Clerk
- Equitable distribution
- Maintenance guidelines
- 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
- Automatic Orders
- Notice of Guideline Maintenance
- SASE

COMMENTS: