

**JEFFERSON COUNTY SUPREME COURT**  
**Uncontested Divorce**  
**Information Sheet**

Jefferson County Supreme Court  
317 Washington St.,  
Watertown, NY 13601

March 2019

**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.**

**FILING FEES:** *(Matrimonial Checklist Steps 1 & 2)*

You must pay the following fees to the Jefferson County Clerk to begin your action for an Uncontested Divorce unless you are granted Poor Person status by the Court.

Index  
Number .....\$210.00  
Note of Issue .....\$ 30.00  
Request for Judicial Intervention.....\$ 95.00  
Certificate of Dissolution.....\$ 5.00

*(Matrimonial Checklist Step 3)*

After receiving notice from the Court that your Divorce has been filed at the Jefferson Co. Clerk's Office you will need to purchase a copy of your divorce to serve upon the Defendant.

Certified Copy of Judgment of Divorce .....\$1.25 per page  
( \$5.00 minimum - \$40.00 maximum)  
Regular Copy of Judgment of Divorce .....\$0.65 per page  
( \$1.30 minimum - \$40.00 maximum)

*All filings and fee payment are at the Jefferson Co. Clerk's Office at 175 Arsenal St., Watertown, NY 13601.*

**POOR PERSON:**

Submit all documents from Filing Step One as listed on the "Uncontested Matrimonial Checklist" to the Jefferson County Clerk's Office. Immediately proceed with Filing Step Two.

An **Affidavit of Service of Proposed Poor Person's Order** (Eff. 1/25/16) must be served upon the DEFENDANT and the JEFFERSON COUNTY ATTORNEY at 175 Arsenal Street, Watertown, New York 13601. Service CANNOT be by a party to the action.

Make sure to include a copy of the Notice of Automatic Orders, Notice of Guideline Maintenance and Notice Concerning Continuation of Health Care Coverage when serving Summons on Defendant.

**APPROVED:** You will NOT receive written notice. Do not wait to receive approval from the Court. Simply continue with Checklist.

**DENIAL:** If your Poor Person's Order is denied a written Order will be mailed to you and you will be given notice that the case will be dismissed if the fees are not paid within 120 days of the date of the Order.

**NOTE:** If you are incarcerated you will need to submit an application pursuant to CPLR 1101 (f).

**SERVICE OF SUMMONS & COMPLAINT:**

Service of the Summons with Notice or Summons and Verified Complaint and Notice of Automatic Orders **MUST BE MADE** within **120 DAYS** of their filing with the County Clerk's Office.

**DO IT YOURSELF (DIY) PROGRAM:**

You may use the Supreme Court Uncontested Divorce DIY Program at [www.nycourts.gov/courthelp/diy/divorce.shtml](http://www.nycourts.gov/courthelp/diy/divorce.shtml) if (a) you have no children under 21 years of age and (b) your marriage has been broken for at least six (6) months and (c) all marital property issues, including debts, have been settled.

**REVISED FORMS:**

The Uniform Uncontested Divorce Packet Forms and Instructions have been revised effective March, 2019.

You may always obtain the most up-to-date copies of the Uniform Divorce Uncontested Divorce Packet Forms and Instructions from the Unified Court System's CourtHelp website at [www.nycourts.gov/divorce/forms.shtml](http://www.nycourts.gov/divorce/forms.shtml)

**ADDITIONAL FORMS:**

Copy of Separation Agreement or Family Court Order. A copy of any Separation Agreement, or Family Court Support Orders must be attached to the Judgment of Divorce (Form UD-11) if the terms are being incorporated into the Judgment of Divorce.

**CHECKING ON YOUR DIVORCE:**

Do not contact the Jefferson County Clerk's office for information regarding how long it takes your divorce to be completed, which Judge is assigned to your case or any other procedural questions. The Jefferson County Clerk's office is the place of record for your file, but they are not the Court.

For questions on your divorce you may call Supreme Court at (315) 221-5818 between 8:30 a.m. and 4:30 p.m. Please have your Index Number when calling.

It may take up to **6 Months** to complete your divorce. Once completed you will receive a letter from Supreme Court.

Contact Supreme Court if your phone number or address changes.

**NOTE:** Please read purple instruction booklet prior to completing your paperwork.