

Jefferson County Clerk's Office
Uncontested Matrimonial Checklist
(Receipt for Filings)

PLEASE NOTE THAT THIS CHECKLIST IS FOR INFORMATIONAL PURPOSES ONLY! NOT ALL OF THE FORMS LISTED BELOW MAY BE REQUIRED IN YOUR CASE, OR ADDITIONAL INFORMATION MAY BE REQUIRED. PLEASE CONSULT YOUR INSTRUCTIONS FOR ADDITIONAL INFORMATION.

FILING STEP ONE - \$210.00:

- Index Application: Obtained at the Jefferson County Clerk's Office (**\$210.00**)
- The following forms are typically filed as one document:
(One original and two copies are required)
 - Summons (Form UD-1a) OR Summons With Notice (Form UD-1)
 - Notice of Automatic Orders
 - Notice of Guideline Maintenance (For actions commenced after 01/25/2016)
 - Notice concerning continuation of Health Care Coverage
 - Verified Complaint (Form UD-2)

To waive the filing fees (Poor Person Request) include the following:

- Affidavit in Support of Application to Proceed as Poor Person
- Proposed Poor Person Order
- Proof of Income, For Example; W-2 or Benefit Statement

****IMMEDIATELY** PROCEED TO FILING STEP TWO**

FILING STEP TWO - \$130.00: (No Fee if you are Requesting Poor Person status)

- Request for Judicial Intervention "RJI" (**\$95.00**) (Form UD-13) Addendum to RJI (Form 840M)
(One original and two copies are required)
- Note of Issue (**\$30.00**) (Form UD-9)
(One original and one copy are required)
- Certificate of Dissolution of Marriage (**\$5.00**)
- Affidavit of Service (Form UD-3)
- Affidavit of Service of Proposed Poor Person Order (Eff. 1/25/16)
- Sworn Statement of Removal of Barriers to Remarriage (Form UD-4)
 - Affidavit of Service (Form UD-4a)
- Affirmation (Affidavit) of Regularity (Form UD-5)
- Affidavit of Plaintiff (Form UD-6)
- Affidavit of Defendant (Form UD-7)
(One copy is required if being filed prior to filing the RJI)
- Annual Income Worksheet (Form UD-8(1))
- Maintenance Guidelines Worksheet (For actions commenced after 01/25/2016) (Form UD-8(2))
- Part 130 Certification (Form UD-12)
- Findings of Fact/Conclusions of Law (Form UD-10)
- Judgment of Divorce (Form UD-11)

ONLY REQUIRED IF THERE ARE CHILDREN OF THE MARRIAGE:

- Child Support Worksheet (Form UD-8(3))
- Support Collection Unit Information Sheet (Form UD-8a)
- Qualified Medical Child Support Order (Form UD-8b)

I have submitted all required documents.

Index # _____

Signature: _____

FILING STEP THREE:

- Supreme Court forwards the finalized Judgment of Divorce directly to the County Clerk's Office. A letter notifying the parties that the Divorce has been filed will be sent by the Court.