

EXHIBIT D

**Required Forms Packet
with No Children**

Uncontested Joint Divorce With No Children Required Forms Packet rev. 10/1/21

If there are children under 21, use the Uncontested Joint Divorce With Children Forms Packet

See the Information Booklet (JD-1) rev. 10/1/21 for instructions, important notices, and help.

To Start the Case:

1. Summons with Notice and Combined Notice of Appearance (JD-2)
2. Joint Affidavit of Facts and Agreement with No Children (JD-5) rev. 3/1/20
3. Combined Findings of Fact, Conclusions of Law, and Judgment of Divorce with No Children (JD-6)
4. Note of Issue
5. Request for Judicial Intervention (RJI) (UD-13)
6. Certificate of Dissolution of Marriage (DOH 2168)
7. Notification Letter or Postcard (2 copies and 2 stamped envelopes)

** Additional forms may be required depending on the circumstances. **
See the Uncontested Joint Divorce With No Children Forms Appendix.

Forms for After the Judgment Is Signed:

1. Notice of Entry
2. Affidavit of Service by Mail of Judgment of Divorce and Notice of Entry
3. Affidavit of Service by Mail
4. Affidavit of Service by Personal Delivery

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____**

Index No.: _____

Summons filed on: _____

Venue: Case filed in
_____ County because:

Plaintiff / Spouse 1,

– and –

Defendant / Spouse 2.

**SUMMONS WITH NOTICE
AND COMBINED NOTICE OF
APPEARANCE**

ACTION FOR DIVORCE

Plaintiff/Spouse 1 asks the Defendant/Spouse 2 to appear in this action.

Defendant/Spouse 2 agrees and appears in this action.

Spouse 1 and Spouse 2:

- signed the Joint Affidavit of Facts and Agreement with children (Form JD-3) or without children (Form JD-5) in support of this action.
- read and understood the Joint Divorce Information Booklet (Form JD-1) that contains:
 - Notice of Automatic Orders
 - Notice of Maintenance Guideline
 - Child Support Standards Act Chart
 - Notice Concerning Continuation of Health Care Coverage
- submit to the court with this Summons:
 - Joint Affidavit of Facts and Agreement with children (Form JD-3) or without children (Form JD-5)
 - Combined Findings of Fact, Conclusions of Law, and Judgment of Divorce with children (Form JD-4) or without children (Form JD-6)
 - Note of Issue and other Forms

_____ County is chosen as the place where this action will be decided (*venue*) because:

- Spouse 1 lives in this county at _____.
- Spouse 2 lives in this county at _____.
- Other reason: _____.

The relief asked for is judgment of absolute divorce to end (dissolve) the marriage between Spouse 1 and Spouse 2 on the grounds of irretrievable breakdown *DRL §170(7)*.

The ancillary or other relief asked for or waived is: *(check all that apply)*

- No ancillary or other relief is asked for. Maintenance under the Maintenance Guidelines Act and distribution of marital property is waived.

OR

- Maintenance under the Maintenance Guidelines Act is waived
- Distribution of marital property is waived

AND

- Distribution of marital property
- Maintenance (money paid from one spouse to the other after the divorce)
- Division of retirement accounts and/or pensions
- Child support (payments made to financially support a child until the child turns 21 years)
- Custody
- Visitation
- Attorney and/or Expert fees
- Use of former last name before marriage
- Continue Order of Protection
- Possession of the marital home
- Continue Court Orders
- Other relief _____

AND any other relief the court deems fit and proper.

Dated: _____

- Plaintiff/Spouse 1
- Attorney for Plaintiff

Phone no.: _____

Address: _____

The Defendant / Spouse 2 appears in this action and has also signed the Joint Affidavit. Spouse 2 asks for the same ancillary relief as listed in the Summons and waives any statutory time periods to respond.

Dated: _____

- Defendant/Spouse 2
- Attorney for Plaintiff

Phone no.: _____

Address: _____

5. We have not been threatened or pressured into signing this Joint Affidavit of Facts and Agreement. We understand that by submitting this Joint Affidavit we are asking the court to end our marriage.

6. Residency. To file for a divorce, you must be a resident of the state.

One of us has lived in New York State for the past two years.

OR

One of us has lived in New York State for the past one year and is a resident today, AND

we were married in New York. OR

we lived in New York while we were married.

OR

One of us has lived in New York State for the past one year and the breakdown of our marriage happened in New York.

OR

Both of us live in New York State and the breakdown of our marriage happened in New York.

B. About Spouse 1.

1. My name is: _____.

2. I live at _____.
Don't complete if there is an Address Confidentiality Order

3. My social security number is _____.

4. I am am not on public assistance.

C. About Spouse 2.

1. My name is _____.

2. I live at _____.
Don't complete if there is an Address Confidentiality Order

3. My social security number is _____.

4. I am am not on public assistance.

D. Children of the Spouses. We have no children under 21 years old who were born before or during the marriage or adopted by both of us during the marriage.

E. Military.

Neither of us is in the military. **OR**

At least one of us is in the military: Spouse 1 and/or Spouse 2

We are aware that there are special rules for divorces for active service member on duty under the Soldiers' and Sailors' Civil Relief Act, like the divorce case can be postponed while one of us is on duty. We give consent that this case be put

Spouse 2's Group Health Plan: _____

Address: _____

Identification or plan number: _____

Plan Administrator: _____

OUR INCOME

Our income and deductions from last year are as follows:

	Spouse 1	Spouse 2
A. Gross total income (before taxes)		
B. New York City or Yonkers taxes paid		
C. (FICA) Social Security taxes paid		
D. Medicare taxes paid		
E. Court ordered maintenance paid to a different spouse		
F. Court ordered child support paid for children not from this marriage		
G. Add: B + C + D + E + F		
H. Subtract: A - G		
Net income	\$	\$

MAINTENANCE

Maintenance is money paid from one spouse to the other after a divorce. The amount of maintenance and how long the support will be paid depends, by law, on a math formula based on income and the length of the marriage. (See the Joint Divorce Information Booklet (JD-1) for the math formula and examples or to calculate what the amount of maintenance would be required under the law, go to the Post-Divorce Maintenance Calculator available at

<http://ww2.nycourts.gov/divorce/MaintenanceChildSupportTools.shtml>.)

Neither of us is asking for maintenance. The spouse with the lower income waives maintenance under the Maintenance Guideline Act. (Skip to "Marital Home.")

OR

One of us is asking for maintenance. We have reviewed Maintenance Guideline Act, the amount of maintenance that Spouse 1 or Spouse 2, the spouse with the

higher income, would be required to pay would be \$ _____, up to the cap of \$192,000 and any deviation agreed to by the parties.

As written in the Maintenance Guideline Act, the Advisory period of maintenance is:

If you have been married for...	Then maintenance would be payable for...
0 to 15 years	15% - 30% of the length of the marriage
More than 15 years to 20 years	30% - 40% of the length of the marriage
More than 20 years	35% - 50% of the length of the marriage

We have been married for _____ years. The Advisory period of maintenance would be _____ years and _____ months to _____ years and _____ months.

We have a written agreement for maintenance. The Agreement is attached.

1. The agreement is dated _____.
2. Spouse 1 or Spouse 2 will get maintenance from the other spouse.
3. Maintenance will be \$ _____ on the _____ day of
 every week every two weeks every month Other:

4. Maintenance will be paid for _____ years and _____ months.

OR

We do not have a separate written agreement, but we agree that:

1. Spouse 1 or Spouse 2 will get maintenance from the other spouse.
2. Maintenance will be \$ _____ every week every two weeks
 every month.
3. Maintenance payments will start on _____ and end on _____.
4. The payments will be by direct payment or by an Income Deduction Order.

MARITAL HOME

The marital home is the house or apartment where a married couple lives together. One spouse can ask the court for “exclusive use and occupancy” of the home for a period of time. This means that one spouse is given the right to stay in the home, but this does not mean that the other spouse loses any rights to the property.

Not applicable. **OR**

We have agreed that Spouse 1 or Spouse 2 will have exclusive occupancy of the marital home located at _____,

until _____ . **OR**

as follows: _____ .

MARITAL PROPERTY

Marital property is property and cash obtained during the marriage until the date this is filed. This can include each person’s income, property bought with that income, property bought while married, and retirement benefits earned during the marriage. In most cases, inherited property is not part of marital property.

A. Equitable Distribution. When a couple divorces, marital property is divided. This is called equitable distribution. It does not always mean an equal property division, but one that is fair, considering what each person brought to the marriage and what each person will need after the divorce.

We have already divided our property and are not seeking equitable distribution. **OR**

We have a separate written Agreement. The Agreement is attached. **OR**

We don’t have a separate written agreement, but we agree that:

B. Real Estate. Real estate, like a house or apartment, bought during the marriage is part of marital property. We are aware that there are other documents separate from the divorce required to complete the transfer of the property.

Not applicable. **OR**

Spouse 1 shall transfer title to the real estate or co-op shares to Spouse 2. We understand that there are other documents required to complete the transfer of the property.

Address of property: _____

Spouse 2 shall transfer title to the real estate or co-op shares to Spouse 1. We understand that there are other documents required to complete the transfer of the property.

Address of property: _____

C. Pensions and Retirement Accounts. If a pension or retirement plan were earned during a marriage, it is considered an asset and marital property.

A Qualified Domestic Relations Order (QDRO) is attached or will be submitted after the Judgment is entered. **OR**

We have a separate written agreement. The agreement is attached. **OR**

We waive all rights to each other’s pension and retirement benefits.

D. Debt and Liabilities.

- Not applicable. **OR**
- We have a separate written agreement. The Agreement is attached. **OR**
- We don't have a separate written agreement, but we agree that:

NAME CHANGE

If you changed your last name when you got married, you can change it back to a last name you used before the marriage. This is up to you.

- Spouse 1 wants to use a former last name.

Former last name: _____

- Spouse 2 wants to use a former last name.

Former last name: _____

LAWYER AND EXPERT'S FEES

The lawyer's fee is the payment to an attorney for legal services done for a client. The expert's fee is the payment to a person or company who has specialized knowledge on a specific topic like property, pension benefits, finance, or psychology. The expert is hired to help you decide the terms of your divorce.

- We will each pay our own lawyer and expert's fees, if any. **OR**
- We have agreed that Spouse 1 or Spouse 2 will pay \$_____ for the other spouse's lawyer's fees. We have agreed that experts' fees will be paid as follows: _____

CONCLUSION

A proposed Combined Findings of Fact, Conclusions of Law, and Judgment of Divorce is attached.

We certify that all the papers that we have seen, filed or submitted to the court in this divorce action are not frivolous as defined in the subsection (c) of Section 130-1.1 of the Rules of the Chief Administrator of the Courts.

We agree that all ancillary (other) relief is resolved by this Joint Affidavit of Facts and Agreement, any Settlement Agreement attached, and by any additional attached pages of ancillary relief requested and agreed to by both of us.

WHEREFORE, we agree to a judgment dissolving the marriage between us on the

VERIFICATION

I, [Print name of Spouse 2] _____, agree that the statements I have made, including all my financial information, are truthful and accurate. I understand that Spouse 1 (Plaintiff) is relying on my financial statements in this affidavit. I make these statements under the penalties of perjury.

Dated: _____

Signature of Spouse 2 (Defendant)

STATE OF _____ }

ss:

COUNTY OF _____ }

On _____, before me, personally appeared _____,
Date Name of Spouse 2 (Defendant)

personally known to me, a Notary Public in and for the State, or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual executed the instrument.

NOTARY PUBLIC

New York State Supreme Court at the
Courtthouse, _____ County,
on _____.

Present: Hon. _____
 Justice JHO Referee

Index No.: _____

Calendar No.: _____

Plaintiff / Spouse 1,

– and –

Defendant / Spouse 2.

**COMBINED FINDINGS OF
FACT, CONCLUSIONS OF
LAW, AND JUDGMENT OF
DIVORCE**
with no children

This case came before the Court without a hearing on Spouse 1 and Spouse 2’s Joint Affidavit of Facts and Agreement for an uncontested divorce.

Spouse 1 was: represented by an attorney OR unrepresented.

Spouse 2 was: represented by an attorney OR unrepresented.

The Court, having read and considered the submitted papers, makes the following Finding of Fact, Conclusions of Law, and Judgment of Divorce.

FINDINGS OF FACT

BACKGROUND AND JURISDICTION

1. This action was started by filing the Summons with Notice and Combined Notice of Appearance and the Joint Affidavit of Facts and Agreement with the County Clerk on _____. Spouse 1 and Spouse 2 agree and appear in this action. The spouses waived the right to serve and file the Complaint and Answer, wait the 40-day period to place this case on the uncontested calendar, and service of the Notice of Settlement and all other papers in the action except service of this Combined Findings of Fact, Conclusions of Law, and Judgment of Divorce with Notice of Entry.
2. The submitted papers prove DRL § 170(7) Irretrievable Breakdown in Relationship for at Least Six Months as the grounds for divorce.

3. Spouse 1 and Spouse 2 were both eighteen (18) years of age or over when this action was started.
4. Spouse 1's address is _____
and social security number is _____.
Spouse 2's address is _____
and social security number is _____.
5. Residency.
- At least one of the spouses has lived in New York State for the past two years.
OR
- One of the spouses has lived in New York State for the past one year and is a resident today and the marriage ceremony was performed in New York or the spouses have lived in New York as a married couple. **OR**
- One of the spouses has lived in New York State for the past one year and the breakdown of the marriage happened in New York. **OR**
- Both of the spouses live in New York State and the breakdown of the marriage happened in New York.
6. There is no judgment of divorce and no other divorce case between the spouses in this court or any other court anywhere.
7. Military.
- Neither spouse is in the military service of the United States of America, the State of New York, or any other state. **OR**
- At least one of the spouses is in the military: Spouse 1 and/or Spouse 2 and waives any rights under the Soldiers' and Sailors' Civil Relief Act.
8. The spouses married on _____ in _____.
Date city, town or village, state, country
9. The spouses were married in:
- a civil ceremony. **OR**
- a religious ceremony performed by a person like a minister or clergyman of any religions, or by a leader of the Society for Ethical Culture, **AND**
- The spouses have taken all steps solely within their power to remove all barriers to the other spouse's remarriage following divorce. DRL § 253. **OR**

- The spouses waived the requirement that any barriers to remarriage be removed.

HEALTH INSURANCE

10. Each spouse has been provided the Notice Concerning Continuation of Health Care Coverage as required by DRL § 255(1) **AND**

- There are no health plans available to the spouses through their employment.

OR

- Spouse 1 and Spouse 2 are covered by the following group health plans through their employment:

Spouse 1's Group Health Plan: _____

Address: _____

Identification or plan number: _____

Plan Administrator: _____

Spouse 2's Group Health Plan: _____

Address: _____

Identification or plan number: _____

Plan Administrator: _____

11. As required by DRL § 255(2), the Joint Affidavit of Facts and Agreement or the Stipulation of Settlement, if any, or an Addendum contain the following statements:

- The spouses know that they will no longer be covered by the other spouse's health insurance plan.
- Each spouse knows that they will be responsible for their own health insurance coverage.
- The spouses know that they may be able to get coverage through a COBRA option for a limited time.

MAINTENANCE

12. Each spouse has been provided the Notice of Maintenance Guideline as required by DRL § 236(B)(6) **AND**

- No maintenance was awarded because:

- Neither spouse is asking for maintenance. **OR**

The guideline award of maintenance under the Maintenance Guideline Law, if applicable, was zero.

OR

The spouses have agreed in the Joint Affidavit of Facts and Agreement

OR a written agreement/stipulation dated _____ that:

- Spouse 1 or Spouse 2 will pay maintenance to Spouse 1 or Spouse 2.
- Maintenance will be \$_____ every week every two weeks every month Other: _____ for the period of time specified in the agreement.
- The Joint Affidavit of Facts and Agreement or agreement was validly executed and the terms were fair and reasonable at the time the agreement for maintenance was made. At the time the judgment is signed, the terms are not unconscionable. The agreement follows the requirements of DRL § 236(B)(3) and GOB § 5-311.

CHILDREN OF THE SPOUSES

“Children of the spouses” are children who were born before or during the marriage or adopted by both spouses during the marriage who have not yet turned 21 years old.

13. There are no children of the spouses.

MARITAL PROPERTY

14. Equitable distribution is not an issue. **OR**

The property is divided according to the Joint Affidavit of Facts and Agreement or a separate Settlement Agreement

LAWYER AND EXPERT’S FEES

15. The Judgment of Divorce incorporates all ancillary issues, including the payment of counsel and experts’ fees and expenses which issues were settled by written settlement or separation agreement or in the Joint Affidavit of Facts and Agreement.

CONCLUSIONS OF LAW

1. Residency as required by DRL § 230 has been satisfied.
2. The requirements of DRL § 255 have been satisfied.
3. The requirements of DRL § 240 1 (a) including the Records Checking Requirements in DRL § 240 1 (a-1) have been satisfied.
4. The requirements of DRL § 240(1-b) have been satisfied.
5. The requirements of DRL § 236(B)(2)(b) have been satisfied.
6. The requirements of DRL § 236(B)(6) have been satisfied.
7. Since DRL § 170(7) is the grounds alleged,
 - all economic issues of equitable distribution of marital property,
 - the payment or waiver of spousal support,
 - the payment of child support,
 - the payment of counsel and experts' fees and expenses, as well as
 - custody and visitation (parenting time) with the minor children of the marriagehave been resolved by the spouses and incorporated into the judgment of divorce.
8. The spouses are entitled to a judgment of divorce under DRL § 170(7).

JUDGMENT OF DIVORCE

IT IS ORDERED AND ADJUDGED as follows:

1. A judgment of divorce on the grounds of Irretrievable Breakdown in the Marital Relationship according to DRL § 170(7) is granted to Spouse 1 and Spouse 2.

2. Maintenance.

No maintenance was awarded. **OR**

Maintenance is awarded as agreed by the spouses.

• Spouse 1 or Spouse 2 will pay maintenance to Spouse 1 or Spouse 2

• Maintenance will be \$_____ every week every two weeks every month Other: _____ for the period of time specified in the Findings of Fact.

• If maintenance is terminated, then subject to the terms of DRL § 240(1-b), the amount of child support payable, if any, shall be adjusted without prejudice, to either party's right to seek a modification under DRL § 236 B (9)(2).

3. Exclusive Occupancy of the Marital Home. Spouse 1 or Spouse 2 shall have exclusive occupancy of the marital home located at

until _____ **OR**

as follows: _____.

4. The spouses shall duly execute all documents necessary to transfer title to real estate or co-op shares to Spouse 1 or Spouse 2 including, without limitation, an appropriate deed or other conveyance of title, and all other forms necessary to record such deed or other title documents (including satisfaction or refinance of any mortgage if necessary) to convey ownership of the property located at _____, no later than _____. Attach additional sheets if needed.

5. A separate Qualified Domestic Relations Order (QDRO) shall be issued at the same time this Judgment is entered or as soon as possible.
6. Settlement Agreement. (Fill in Box A or Box B, whichever applies)
- A. There is no Settlement Agreement entered into between the spouses.
- OR**
- B. The Settlement Agreement entered into between the spouses on the _____ day of _____ an original or a transcript of which is on file with this Court and incorporated in this judgment by reference, shall survive and shall not be merged with this judgment, and the spouses are directed to comply with all legally enforceable terms and conditions of the Settlement Agreement as if its terms and conditions were stated in their entirety here.
7. The Joint Affidavit of Facts and Agreement entered into between the spouses simultaneously with this judgment is incorporated in this judgment by reference, shall survive and shall not be merged into this judgment, and the spouses are directed to comply with all legally enforceable terms and conditions of the Joint Affidavit and Agreement as if its terms and conditions were stated in their entirety here.
8. The Supreme Court shall retain jurisdiction to hear any applications to enforce the provisions of the Settlement Agreement, if any, or the Joint Affidavit of Facts and Agreement, or to enforce or modify the provisions of this judgment, provided the court retains jurisdiction of the matter concurrently with the Family Court for the purpose of specifically enforcing, such of the provisions of that Settlement Agreement, if any, or the Joint Affidavit of Facts and Agreement, as are capable of specific enforcement, to the extent permitted by law and of modifying such judgment with respect to maintenance, support, custody or visitation to the extent permitted by law, or both.
9. Any applications brought in Supreme Court to enforce the provisions of the Settlement Agreement, if any, or the Joint Affidavit of Facts and Agreement, or to enforce or modify the provisions of this Judgment, shall be brought in a County wherein one of the parties reside; provided that if there are minor children of the marriage, such applications shall be brought in a County wherein one of the parties

or the child or children reside, except, in the discretion of the judge, for good cause. Good cause applications shall be made by motion or order to show cause. Where the address of either party and any child or children is unknown and not a matter of public record, or is subject to an existing confidentiality order pursuant to DRL § 254 or FCA § 154-b, such applications may be brought in the County where the Judgment was entered.

10. Spouse 1 or Spouse 2 shall serve a copy of this Combined Findings of Fact, Conclusions of Law, and Judgment of Divorce with Notice of Entry on the other within 20 days after this Judgment is entered.

11. Spouse 1 is authorized to use the former last name _____.

Spouse 2 is authorized to use the former last name _____

Dated: _____

ENTER:

 J.S.C. JHO Referee

NOTE OF ISSUE - UNCONTESTED DIVORCE

For Use of Clerk

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

1

-----X

2

3

Plaintiff,

Index No.:

Calendar No.:

- against -

4

Defendant.

-----X

5

NO TRIAL

6

FILED BY: Plaintiff **OR** Plaintiff's Attorney **OR** Defendant **OR**
 Defendant's Attorney

7

DATE SUMMONS FILED: _____

8

DATE SUMMONS SERVED: _____

9

DATE ISSUE JOINED: **NOT JOINED -** Waiver **OR** Default **OR**
 Stipulation/Separation Agreement

10

NATURE OF ACTION: **UNCONTESTED DIVORCE**

11

RELIEF: **ABSOLUTE DIVORCE**

12

Plaintiff **OR** Attorney(s) for Plaintiff
Office and P.O. Address:

Phone No.:

Fax No.:

13

Defendant **OR** Attorney(s) for Defendant
Office and P.O. Address:

Phone No.:

Fax No.:

UNCONTESTED MATRIMONIAL REQUEST FOR JUDICIAL INTERVENTION

UD-13
(rev. 5/2011)

For Court Clerk Use Only:	
	IAS Entry Date
Judge Assigned	
RJI Date	

_____ COURT, _____ COUNTY

Index No: _____ Date Index Issued: ____/____/____

CAPTION: Enter the complete case caption. Do not use et al or et ano.	
	Plaintiff

-against-

Defendant

STATUS OF ACTION OR PROCEEDING: Answer YES or NO, and provide additional information where indicated.	
	YES NO
Has a summons been filed?	<input type="checkbox"/> <input type="checkbox"/> If yes, date filed: ____/____/____
Has a summons been served?	<input type="checkbox"/> <input type="checkbox"/> If yes, date served: ____/____/____
Are there children of the marriage under the age of 18?	<input type="checkbox"/> <input type="checkbox"/> If yes, complete and attach the MATRIMONIAL RJI Addendum (UCS-840M) .

NATURE OF JUDICIAL INTERVENTION: EX PARTE APPLICATION FOR THE DISSOLUTION OF MARRIAGE

ADDITIONAL RELIEF: Check all that apply

Poor Person Application

Application for Alternate Service

Other (specify): _____

PARTIES: For parties without an attorney, check "Un-Rep" box AND enter party address, phone number and e-mail address in "Attorneys" space.

Un-Rep	Parties	Attorneys	Issue Joined (Y/N):
	List party names.	Provide attorney name, firm name, business address, phone number and e-mail address.	
<input type="checkbox"/>	Name: Role: PLAINTIFF		N/A
<input type="checkbox"/>	Name: Role: DEFENDANT		<input type="checkbox"/> YES <input type="checkbox"/> NO

RELATED CASES: List any related cases, include any related criminal and/or Family Court cases.

Case Title	Index/Case No.	Court	Judge (if assigned)	Relationship to Instant Case

I AFFIRM UNDER THE PENALTY OF PERJURY THAT, TO MY KNOWLEDGE, OTHER THAN AS NOTED ABOVE, THERE ARE AND HAVE BEEN NO RELATED ACTIONS OR PROCEEDINGS, NOR HAS A REQUEST FOR JUDICIAL INTERVENTION PREVIOUSLY BEEN FILED IN THIS ACTION OR PROCEEDING.

Dated: ____/____/____

SIGNATURE

ATTORNEY REGISTRATION NUMBER

PRINT OR TYPE NAME

LOCAL INDEX NUMBER

STATE FILE NUMBER

New York State Department of Health CERTIFICATE OF DISSOLUTION OF MARRIAGE

TYPE, OR
PRINT IN
PERMANENT
BLACK INK

4

9

11

15

23

Wife/Husband/Spouse	1A. NAME: FIRST MIDDLE LAST			1B. BIRTH NAME, IF DIFFERENT		1C. SOCIAL SECURITY NUMBER		
	2A. DATE OF BIRTH Month Day Year		2B. STATE OF BIRTH (COUNTRY IF NOT USA)	3. SEX (Optional)	4A. RESIDENCE: STATE	4B. COUNTY	4C. LOCALITY (CHECK ONE AND SPECIFY) <input type="checkbox"/> CITY OF <input type="checkbox"/> TOWN OF <input type="checkbox"/> VILLAGE OF	
	4D. STREET AND NUMBER OF RESIDENCE (INCLUDE ZIP CODE)					4E. IF CITY OR VILLAGE, IS RESIDENCE WITHIN CITY OR VILLAGE LIMITS? YES <input type="checkbox"/> NO <input type="checkbox"/> IF NO, SPECIFY TOWN:		
5A. ATTORNEY - NAME				5B. ADDRESS (INCLUDE ZIP CODE)				
Wife/Husband/Spouse	6A. NAME: FIRST MIDDLE LAST			6B. BIRTH NAME, IF DIFFERENT		6C. SOCIAL SECURITY NUMBER		
	7A. DATE OF BIRTH Month Day Year		7B. STATE OF BIRTH (COUNTRY IF NOT USA)	8. SEX (Optional)	9A. RESIDENCE: STATE	9B. COUNTY	9C. LOCALITY (CHECK ONE AND SPECIFY) <input type="checkbox"/> CITY OF <input type="checkbox"/> TOWN OF <input type="checkbox"/> VILLAGE OF	
	9D. STREET AND NUMBER OF RESIDENCE (INCLUDE ZIP CODE)					9E. IF CITY OR VILLAGE, IS RESIDENCE WITHIN CITY OR VILLAGE LIMITS? YES <input type="checkbox"/> NO <input type="checkbox"/> IF NO, SPECIFY TOWN:		
10A. ATTORNEY - NAME				10B. ADDRESS (INCLUDE ZIP CODE)				
11A. PLACE OF THIS MARRIAGE - CITY, TOWN OR VILLAGE			11B. COUNTY			11C. STATE (COUNTRY IF NOT USA)		
12A. DATE OF THIS MARRIAGE Month Day Year		12B. APPROXIMATE DATE COUPLE SEPARATED Month Year		13A. NUMBER OF CHILDREN EVER BORN ALIVE OF THIS MARRIAGE (SPECIFY)		13B. NUMBER OF CHILDREN UNDER 18 IN THIS FAMILY (SPECIFY)		
DECREE	14A. I CERTIFY THAT A DECREE OF DISSOLUTION OF THE ABOVE MARRIAGE WAS RENDERED ON Month Day Year			14B. DATE OF ENTRY: Month Day Year		14C. TYPE OF DECREE - DIVORCE, ANNULMENT, OTHER DISSOLUTION (SPECIFY)		
	14D. COUNTY OF DECREE			14E. TITLE OF COURT				
	14F. SIGNATURE OF COUNTY CLERK >							

CONFIDENTIAL INFORMATION

24

25

QR

QS

Wife/Husband/Spouse	15. RACE: WHITE, BLACK, AMERICAN INDIAN, OTHER (SPECIFY)	16. NUMBER OF THIS MARRIAGE - FIRST, SECOND, ETC. (SPECIFY)	17. IF PREVIOUSLY MARRIED HOW MANY ENDED BY A. DEATH NUMBER _____ NONE <input type="checkbox"/> B. DIVORCE OR ANNULMENT NUMBER _____ NONE <input type="checkbox"/>		18. EDUCATION: INDICATE HIGHEST GRADE COMPLETED ONLY ELEMENTARY: 0 1 2 3 4 5 6 7 8 HIGH SCHOOL: 9 10 11 12 COLLEGE: 1 2 3 4 5+ 00 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17												
	19. RACE: WHITE, BLACK, AMERICAN INDIAN, OTHER (SPECIFY)	20. NUMBER OF THIS MARRIAGE - FIRST, SECOND, ETC. (SPECIFY)	21. IF PREVIOUSLY MARRIED HOW MANY ENDED BY A. DEATH NUMBER _____ NONE <input type="checkbox"/> B. DIVORCE OR ANNULMENT NUMBER _____ NONE <input type="checkbox"/>		22. EDUCATION: INDICATE HIGHEST GRADE COMPLETED ONLY ELEMENTARY: 0 1 2 3 4 5 6 7 8 HIGH SCHOOL: 9 10 11 12 COLLEGE: 1 2 3 4 5+ 00 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17												
23. PLAINTIFF:			24. DECREE GRANTED TO:					25. LEGAL GROUNDS FOR DECREE (SPECIFY)									

26. SIGNATURE OF PERSON PREPARING CERTIFICATE >	ATTORNEY AT LAW
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NOTE: Social Security Numbers of the parties to the marriage are mandatory. They are required by New York State Public Health Law Section 4139 and 42 U.S.C. 666(a). They may be used for child support enforcement purposes.

Notification Letter or Postcard

New York State Supreme Court, _____ County
County where case is filed

Re: Uncontested Joint Divorce case:

_____ and _____
Name of Spouse 1 Name of Spouse 2

Index No.: _____

- There is a problem with your divorce papers. Please go to the Court Clerk's Office to review papers for corrections. Bring a new self-addressed stamped envelope with you.

- Judgment of Divorce signed _____. You may go to the County Clerk's Office to get a certified copy of the judgment. Bring photo identification with you.

- Judgment of Divorce signed. Please call _____ for instructions on how to get your papers for filing with the County Clerk's Office.

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____**

Index No.: _____

Plaintiff / Spouse 1,

– and –

Defendant / Spouse 2.

NOTICE OF ENTRY

PLEASE TAKE NOTICE that the attached is a true copy of a judgment of divorce in this matter that was entered in the Office of the County Clerk of _____
County where filed

County, on _____.
Stamped date of entry

Dated: _____

Signature

- Spouse 1 OR Spouse 1's Attorney
- Spouse 2 OR Spouse 2's Attorney

Address:

TO:

- Spouse 1 OR Spouse 1's Attorney
- Spouse 2 OR Spouse 2's Attorney

Address:

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____**

Index No.: _____

Plaintiff / Spouse 1,
– and –

Defendant / Spouse 2.

**AFFIDAVIT OF SERVICE OF
THE JUDGMENT OF DIVORCE
WITH NOTICE OF ENTRY**

STATE OF _____ }
COUNTY OF _____ }

ss:

_____, being duly sworn, says:
Name of Server

1. I am not a party to the action and am over 18 years of age. I live at:

Street address City State Zip code

2. On _____, I served a true copy of the Judgment of Divorce with
Date
Notice of Entry on _____,
Name of Person Served

by personal, in hand delivery at

Address where delivered: Street address City State Zip code

by mail, depositing a true copy thereof enclosed in a post-paid wrapper, in an official depository under the exclusive care and custody of the U.S. Postal Service within New York State, to the address designated by the Defendant.

Address where mailed: Street address City State Zip code

STOP! Take this document to a Notary Public BEFORE signing it

Server's Signature

Subscribed and Sworn to
before me on _____

Notary Public

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____**

Index No.: _____

Plaintiff / Spouse 1,

– and –

Defendant / Spouse 2.

**AFFIDAVIT OF SERVICE
BY MAIL**

STATE OF _____ }

ss:

COUNTY OF _____ }

_____, being duly sworn, says:
Name of Server

1. I am not a party to the action and am over 18 years of age. I live at:

Street address City State Zip code

2. On _____, I served a true copy of the following attached papers,
Date

- Income Withholding Order Qualified Medical Child Support Order
- Support Collection Unit Information Sheet, the Application for Child Support Services, and the Combined Findings of Fact, Conclusions of Law and Judgment of Divorce

on _____,
Name of Person/Company Served

by mail, depositing a true copy thereof enclosed in a post-paid wrapper, in an official depository under the exclusive care and custody of the U.S. Postal Service within New York State, to the address designated by the Defendant.

Address where mailed: Street address City State Zip code

STOP! Take this document to a Notary Public BEFORE signing it

Server's Signature

Subscribed and Sworn to
before me on _____

Notary Public

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____**

Index No.: _____

Plaintiff / Spouse 1,

– and –

Defendant / Spouse 2.

**AFFIDAVIT OF SERVICE
BY PERSONAL DELIVERY**

STATE OF _____ }

ss:

COUNTY OF _____ }

_____, being duly sworn, says:
Name of Server

1. I am not a party to the action and am over 18 years of age. I live at:

Street address City State Zip code

2. On _____, I served a true copy of the following attached papers,
Date

- Income Withholding Order Qualified Medical Child Support Order
 Support Collection Unit Information Sheet, Application for Child Support
Services, and Combined Findings of Fact, Conclusions of Law and Judgment of
Divorce

by delivering the papers to _____, at
Name of Person/Company Served

Address where delivered: Street address City State Zip code

Description of Individual Served: (fill in applicable information)

Sex: _____ Color of Skin: _____ Color of Hair: _____

Approximate Age: _____ Approximate Weight: _____ Approximate Height: _____

Other Identifying Features: _____

STOP! Take this document to a Notary Public BEFORE signing it

Server's Signature

Subscribed and Sworn to
before me on _____

Notary Public