

## Joint Divorce Pilot Instructions and Forms as of March 1, 2024

### I. With Children

#### Required

1. Joint Divorce Information Booklet (JD-1) rev.3/1/24
2. Summons with Notice and Combined Notice of Appearance (JD-2) rev.1/1/24
3. Joint Affirmation of Facts and Agreement with Children (JD-3) rev. 3/1/24
4. Combined Findings of Fact, Conclusions of Law, and Judgment of Divorce with Children (JD-4) rev. 3/1/24
5. Note of Issue
6. Request for Judicial Intervention (RJI) (UD-13) Rev. 3/1/22
7. Addendum to RJI (UCS Form 840M)
8. Certificate of Dissolution of Marriage (DOH 2168)
9. Notification Letter or Postcard (2 copies and 2 stamped envelopes)
10. Child Support Summary Form (UCS-111)
11. Notice of Entry
12. Affirmation of Service by Mail of Judgment of Divorce and Notice of Entry rev.1/1/24
13. Affirmation of Service by Mail rev.1/1/24
14. Affirmation of Service by Personal Delivery rev.1/1/24

#### Additional – Depending on Circumstances

15. Fee Waiver Application rev.1/1/24
16. Fee Waiver Order
17. Qualified Medical Child Support Order (UD-8b)
18. Enrollment for Child Support Services (LDSS-5258) - \*Not included in this Appendix. Go to <https://otda.ny.gov/programs/applications/5258.pdf>.
19. Short Form Child Support Services Application
20. Support Collection Unit Information Sheet (UD-8a)
21. Income Withholding Order for Child Support and Combined Child and Spousal Support (LDSS-5037) rev. 2/24
22. New York State Case Registry Form

### II. With No Children

#### Required

1. Joint Divorce Information Booklet (JD-1) rev.3/1/24
2. Summons with Notice and Combined Notice of Appearance (JD-2) rev.1/1/24
3. Joint Affirmation of Facts and Agreement with No Children (JD-5) rev. 3/1/24
4. Combined Findings of Fact, Conclusions of Law, and Judgment of Divorce with No Children (JD-6)
5. Note of Issue
6. Request for Judicial Intervention (RJI) (UD-13) Rev. 3/1/22
7. Certificate of Dissolution of Marriage (DOH 2168)
8. Notification Letter or Postcard (2 copies and 2 stamped envelopes)
9. Notice of Entry

**Exhibit F**  
**Joint Divorce Pilot Instructions and Forms as of March 1, 2024**

10. Affirmation of Service by Mail of Judgment of Divorce and Notice of Entry  
rev.1/1/24

11. Affirmation of Service by Mail rev.1/1/24

12. Affirmation of Service by Personal Delivery rev.1/1/24

**Additional – Depending on Circumstances**

13. Fee Waiver Application rev.1/1/24

14. Fee Waiver Order

15. Income Withholding Order for Spousal Support only (LDSS-5038) rev. 2/24