

SUPREME COURT OF THE STATE OF NEW YORK
NEW YORK COUNTY MATRIMONIAL SUPPORT OFFICE
Room 311 – (646-386-3010)
UNCONTESTED DIVORCE – REVIEW CHECKLIST

**PAPERS WILL NOT BE REVIEWED UNTIL ALL
INSTRUCTIONS ARE FOLLOWED**

The name, address and phone number of the preparer of filer MUST be indicated on ALL 3 COPIES of the Note of Issue. (This applies to ALL cases being submitted by anyone other than the Plaintiff – including those where a Letter of Authorization is present). Limit of 2 cases per agency and filer each day. NO EXCEPTIONS

ALL documents MUST be individually stapled and placed in the following order

- 3 copies of the Note of Issue with Name/Address/Phone # of preparer (UD-9)
- RJI Form (UD – 13 [no fee])
- If children under 18, RJI Matrimonial Addendum (UCS – 840M)
- Part 130 Certification (UD-12)
- Summons – or – Summons with Notice (UD-1)
- Verified Complaint - **MUST BE SUBMITTED IN ALL CASES & SIGNED BY PLAINTIFF** (UD-2)
- Affidavit of Service or Affidavit of Defendant (with proof of compliance with DRL 236 [Automatic Orders] for cases commencing on or after 9/1/2009) (UD-7)
- Affidavit/ Affirmation of Regularity (UD-5)
- Plaintiff's Affidavit (UD-6)
- Child Support Worksheet or Stipulation or Family Court Order (within 3 years)
- Removal of Barriers to Remarriage (UD-4)
- Qualified Medical Child Support Order (if applicable)
- Separation Agreement (if applicable – Original MUST be filed with the County Clerk in Room 141B, stamped copy to be filed in Rm 311 with divorce papers)
- Findings of Fact and Conclusions of Law (proposed) (UD-10)
- Judgment of Divorce (proposed) (UD-11)
- Certificate of Dissolution (Form DOH-2168)
- Support Collection Unit Form or State Registry Form (if child support)
- UCS 111 Child Support Summary Form (if applicable)
- Stamped/ self-addressed postcard (with name of the action & Index #).

(NOTE: Proof of compliance with DRL 255 (health insurance language) is requested to be included with sworn affidavits. If not present, supplemental DRL 255 affidavits may be requested to be filed).

If the clerk determines that you have not followed these instructions, your papers will be returned to you and will not be reviewed until you do so.

NOTE: While uncontested divorce cases may be submitted on papers, the Court always reserves its right, in its discretion, to order an inquest.