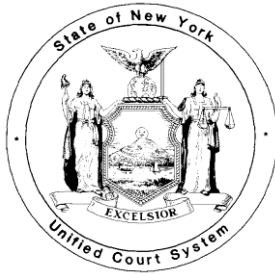


Supreme Court
of the
State of New York



HON. DEBORAH A. KAPLAN
ADMINISTRATIVE JUDGE FOR CIVIL MATTERS

DENIS REO, ESQ.
CHIEF CLERK

60 CENTRE ST.
NEW YORK, NY 10007

Supreme Court of the State of New York
New York County Matrimonial Support Office
E-Filing of Uncontested Divorce Cases
With Children or Without Children

1. Uncontested matrimonial actions can be e-filed at the New York State Courts Electronic Filing website: <https://iapps.courts.state.ny.us/nyscef/HomePage>. All papers needed to obtain an uncontested divorce in New York State (uncontested divorce packet) can be found at the following website: www.nycourts.gov/divorce.
2. Instructions on how to complete the above forms can also be found at www.nycourts.gov/divorce . **All users should read the instructions prior to completing and uploading the required forms.**
3. The first step in the process of obtaining a divorce is the purchase of an Index Number from the County Clerk, which requires payment of a \$210.00 fee (the fee may be waived through a poor person's waiver which can be obtained in the Help Center, Room 116 at 60 Centre Street). Next, a Summons with Notice or a Summons and Verified Complaint must be e-filed and served upon the defendant.
4. Following service of the Summons with Notice or Summons and Verified Complaint upon the defendant, an uncontested divorce packet should be e-filed as a **single document** using the document type UNCONTESTED MATRIMONIAL PACKET - WITH CHILDREN or UNCONTESTED MATRIMONIAL PACKET – WITHOUT CHILDREN.

5. When e-filing an uncontested matrimonial case involving children under the age of 21, the UNCONTESTED MATRIMONIAL PACKET-WITH CHILDREN must include the following forms:
 - a. Child Support Worksheet (UD-8(3)) or Stipulation between the parties or a Family Court Order (must be within the last three years);
 - b. Support Collection Unit Information Form (UD-8a) or New York State Case Registry Form; and
 - c. UCS 111 Child Support Summary Form.

6. The Matrimonial Support Office will review all e-filed uncontested matrimonial packets. Following the review, a court notice will be uploaded to NYSCEF with further instructions, including direction on to how the filer can place the case on the court's calendar. A \$125.00 fee must be paid to place the case on the calendar.

July 29, 2020