

SUPREME COURT OF THE STATE OF NEW YORK  
NEW YORK COUNTY MATRIMONIAL SUPPORT OFFICE  
UNCONTESTED DIVORCE - REVIEW CHECKLIST

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

The name, address and phone number of the preparer or 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**

**NOTE: Photo ID may be requested for verification of identity and/or residency of any person filing papers in this office.**

**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
- RJI Form (UD-13 (no fee) )
- If children under 18, RJI Matrimonial Addendum (UCS-840M)
- Part 130 Certification
- Summons - or - Summons with Notice
- Notice of Guideline Maintenance for Uncontested Divorce (cases as of 1-25-16)
- Verified Complaint - **MUST BE SUBMITTED IN ALL CASES & SIGNED BY PLAINTIFF**
- Affidavit of Service or Affidavit of Defendant
- Affidavit / Affirmation of Regularity
- Plaintiff's Affidavit
- If maintenance is requested (cases as of 1-25-16):  
Annual Income Worksheet (UD-8(1)) & Maintenance Guideline Worksheet (UD-8(2))
- Child Support Worksheet **-or-** Stipulation **-or-** Family Court Order (within 3 years)
- Removal of Barriers to Remarriage
- Qualified Medical Child Support Order (if applicable)
- Separation Agreement (if applicable)
- Findings of Fact and Conclusions of Law (proposed)
- Judgment of Divorce (proposed)
- 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 # on back)

**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.