

The Uncontested Matrimonial Clinic is a FREE service offered to individuals who are seeking an uncontested divorce (both spouses agree to the divorce). The clinic is open Tuesday and Friday from 9:30 a.m. to 4:30 p.m. and Wednesday, from 9:30 a.m. to 1:00 p.m. in Queens Supreme Court. In addition, the clinic is open on Thursday from 2:30 p.m. to 6:00 p.m. in the Queens Civil Court Help Center, Room 235. The clinic is staffed with volunteer attorneys.

Appointments may be made by calling Court Help at (718) 298-1024 or by visiting Queens Supreme Court Help in Room 100 located at 88-11 Sutphin Blvd., Jamaica, NY 11435. If you are unable to keep your appointment contact Court Help to cancel or reschedule.

**Bring the following documents with you to your scheduled appointment:**

1. Your valid government issued photo i.d.
2. A copy of your marriage certificate. If your marriage certificate is in any language other than English, you must bring an English translation of the marriage certificate with you as well.
3. The following information about your spouse is required:
  - a. Complete name
  - b. Current address
  - c. Social Security number
  - d. Date of birth
  - e. Telephone number
4. If you and your spouse have children together, the following information about your children is required:
  - a. Complete name
  - b. Social security number
  - c. Date of birth
  - d. Current address
  - e. **FINAL Order of Custody and Final Order of Visitation OR a settlement agreement properly executed between you and your spouse resolving the issues of custody and visitation.**
  - f. **Order of Child Support**
  - g. Health Insurance information for the children including:
    - i. Plan Administrator
    - ii. Group ID Number
    - iii. Address for the plan
    - iv. Telephone number for the plan
5. Court filing fees\*:
  - a. Index number (paid when you start the case): \$210.00
  - b. Request for Judicial Intervention (RJI): \$95.00 + Note of Issue: \$30.00 = \$125.00 (paid after your spouse is served with the divorce papers and at the time that you file the rest of your paperwork)

**\*Court filing fees may be paid in cash, U.S. Postal Money Order, certified bank check or major credit card.**
6. \*If you intend to apply for a “fee waiver” or what is known as a poor person Order, you must bring with you all documentation in support of your inability to pay the court filing fees. This may include but is not limited to: proof that you receive government assistance, unemployment, social security, etc.

**If you are unable to communicate in English, you must bring someone that you trust with you to your scheduled appointment to serve as your interpreter. The clinic does not provide this service.**