

NASSAU COUNTY MATRIMONIAL CENTER

Required documents for submission of a judgment of divorce: **CONTESTED MATRIMONIAL**

Document:	Settled and submitted on written proof:	Settled and submitted on oral proof (After trial or inquest):
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Pleadings (Summons, Complaint, Answer [with counterclaim], Reply) or <i>Amended</i> Pleadings with proof of service (or admission of service)	YES	YES
Affirmation / Affidavit of Regularity	YES	YES
Affidavit of Facts by Plaintiff or (Defendant on counterclaim)	YES	NO - unless needed to supplement missing information from testimony
Affidavit of Defendant or (Plaintiff on counterclaim)	YES	NO - unless needed to supplement missing information from testimony
Removal of Barriers Affidavit (<i>DRL</i> § 253)	YES - unless marriage was a civil ceremony or filing waived in writing	YES - unless marriage was a civil ceremony, filing was waived in writing, or set forth in testimony
IF CHILD SUPPORT: Child Support Enforcement Bureau Affidavit (<i>CSEB</i>) - needed by Support Collection Unit [<i>SCU</i>]	YES - unless not going through <i>SCU</i> , and stipulation contains required information.	YES - unless not going through <i>SCU</i> , and stipulation contains required information.
IF CHILD SUPPORT: Child Support Worksheet / Itemization Sheet	YES - unless incomes specifically set forth in stipulation with deductions	YES - unless incomes specifically set forth in transcript with deductions.
Transcript of court testimony / copy of written decision	YES - If written decision after trial	YES - If court's decision was placed on the record
Settlement Agreement (<i>with DRL 255 compliance</i>)	YES - if applicable	YES - if applicable
Proposed Findings of Fact	YES - unless complete findings contained in a written decision	YES
Proposed Judgment of Divorce	YES	YES
IF CHILD SUPPORT: Qualified Medical Child Support Order	YES - unless no health insurance or private or state subsidized plan	YES - unless no health insurance or private or state subsidized plan
Qualified Domestic Relations Order (QDRO)	<i>if necessary</i>	<i>if necessary</i>
Income Withholding Order (IWO)	<i>if necessary</i>	<i>if necessary</i>
Qualified Life Insurance Order (QLIO)	<i>if necessary</i>	<i>if necessary</i>
Note of Issue (<i>with proof of payment</i>)	YES - unless previously filed	YES - unless previously filed
Certificate of Dissolution DOH 2168- revised 5/2000	YES - must be original	YES - must be original
IF CHILD SUPPORT: UCS - 111	YES	YES
IF CHILD SUPPORT: State Support Registry Form	YES - unless <i>SCU</i> payment	YES - unless <i>SCU</i> payment
Part 130 Certification	YES	YES
Postcard (<i>self-addressed and stamped</i>)	YES	YES