

Matrimonial Judgment Filing Instructions

(taken from pages 17 through 19 of the [Westchester County Joint Protocols for Efiling](#) Manual):

I. Matrimonial Judgment of Divorce: When you are ready to submit a proposed judgment of divorce in a matrimonial action, you must be sure to submit all required documents in the format provided below. When a document is required or not is determined by whether the case is contested or uncontested, as well as whether or not there are children involved.

1. Uncontested Matrimonial Actions: You will need to submit the documents listed below in sub-section a, scanned as separate PDF documents. In addition, you will need to submit an additional set of documents which you must scan together as one PDF document. If there are children, these documents are listed in sub-section b. If there are no children, these additional documents are listed in sub-section c.

a. Required Documents in All Uncontested Actions Where Judgment is Sought: After commencement documents have been filed in a Matrimonial Action for an Uncontested Matrimonial Divorce, the following documents must be filed to the NYSCEF system as separate PDF documents whether or not there are children:

- i. RJI - Re: Uncontested Matrimonial Action (Form UD-13) and Addendum (UCS 840M)
- ii. Separation Agreement or Stipulation of Settlement
- iii. Note of Issue (Form UD-9)
- iv. Judgment of Divorce (Proposed) (Form UD-11)
- v. Findings of Fact and Conclusions of Law (Proposed) (Form UD-10)
- vi. Certificate of Dissolution
- vii. UCS 111 (only applicable with children)
- viii. Qualified Medical Child Support Order (Proposed) (Form UD-8b) (only applicable with children)
- ix. Qualified Domestic Relations Order (Proposed)

b. Required Documents in Uncontested Actions with Children: The following documents must be scanned in and filed as one PDF document named *Uncontested Matrimonial Packet – With Children*:

- i. Affidavit of Service (Form UD-3)
- ii. Sworn Statement of Removal of Barriers to Remarriage (Form UD-4) and Affidavit of Service (Form UD-4a)

- iii. Affirmation of Regularity (Form UD-5) or Attorney Certification (22 NYCRR§130-1.1-a)
- iv. Affidavit of Plaintiff (Form UD-6) and/or Affidavit of Defendant (Form UD-7)
- v. Child Support Worksheet (Form UD-8)
- vi. Support Collection Unit Information Sheet (Form UD-8a) if applicable
- vii. Child Support Order Modification Notice (DRL §236-B[9] un-emancipated children (language in Judgment of Divorce))
- viii. NYS Case Registry Form
- ix. Part 130 Certification (Form UD-12)
- x. Non-Military Affidavit
- xi. Notice of Automatic Orders (DRL §236)
- xii. Health Care Coverage Notice (DRL §255)

c. Required Documents in Uncontested Actions without Children: The following documents must be scanned in and filed as one PDF document named *Uncontested Matrimonial Packet – Without Children*:

- i. Affidavit of Service (Form UD-3)
- ii. Sworn Statement of Removal of Barriers to Remarriage (Form UD-4) and Affidavit of Service (Form UD-4a)
- iii. Affirmation of Regularity (Form UD-5) or Attorney Certification (22 NYCRR§130-1.1-a)
- iv. Affidavit of Plaintiff (Form UD-6) and/or Affidavit of Defendant (Form UD-7)
- v. Part 130 Certification (Form UD-12)
- vi. Non-Military Affidavit
- vii. Notice of Automatic Orders (DRL §236)
- viii. Health Care Coverage Notice (DRL §255)

2. Contested Matrimonial Actions: You will need to submit the documents listed below in sub-section a, scanned as separate PDF documents. In addition, if your matter has been settled, you will need to submit an additional set of documents, listed in sub-section b, which you must scan together as one PDF document.

a. Required Documents in All Contested Actions Where Judgment is Sought: The following documents must be filed to the NYSCEF system as separate PDF documents whether or not there are children:

- i. Separation Agreement or Stipulation of Settlement
- ii. Note of Issue (Form UD-9), unless previously filed for trial
- iii. Judgment of Divorce (Proposed) (Form UD-11)
- iv. Findings of Fact and Conclusions of Law (Proposed) (Form UD-10)
- v. Certificate of Dissolution
- vi. UCS 111
- vii. Qualified Medical Child Support Order (Proposed) (Form UD-8b) only applicable With Children
- viii. Qualified Domestic Relations Order (Proposed)

b. Required Documents in Settled Action: The following documents must be scanned together and filed as one PDF document called NYSCEF Document Type: “*Contested Matrimonial – Settled – Packet for Judgment of Divorce*”.

- i. Affidavit of Service (Form UD-3)
- ii. Sworn Statement of Removal of Barriers to Remarriage (Form UD-4) and Affidavit of Service (Form UD-4a)
- iii. Affirmation of Regularity (Form UD-5) or Attorney Certification (22 NYCRR§130-1.1-a)
- iv. Affidavit of Plaintiff (Form UD-6) and/or Affidavit of Defendant (Form UD-7)
- v. Child Support Worksheet (Form UD-8)
- vi. Support Collection Unit Information Sheet (Form UD-8a) if applicable
- vii. Child Support Order Modification Notice (DRL §236-B[9] un-emancipated children (language in Judgment of Divorce))
- viii. NYS Case Registry Form

- ix. Part 130 Certification (Form UD-12)
- x. Non-Military Affidavit
- xi. Notice of Automatic Orders (DRL §236)
- xii. Health Care Coverage Notice (DRL §255)