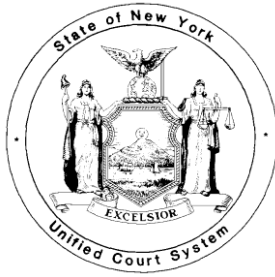


*Supreme Court
of the
State of New York*



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 an e-filed divorce is to create an account to start a new case. The link to do that can be found on the NYSCEF Home page by clicking on Unrepresented Litigants. Once you have created the account you will then e-file a Summons with Notice or a Summons and Verified Complaint. There will be a credit card section for the payment of the \$210 index number fee. (If you can't pay the fee, then you will have to begin the case in person at the courthouse 60 Centre Street. Go to the Help Center, Room 116 for the paperwork and assistance in obtaining a poor person's waiver.)
4. Once you have started the case in NYSCEF and subsequently received the Index number by email, add it to either the Summons with Notice or Summons and Complaint. Then, have that document personally served on the defendant and include with it, the "Notice of Automatic Orders," the "Notice of Continuing Health Care Coverage" and the "Notice

of Guideline Maintenance.” After the required time (at least 40 days after service) has passed or the defendant has returned the completed Affidavit of Defendant, plaintiff shall then e-file the remaining papers for the Uncontested Divorce.

5. Go to the NYSCEF Home page, and select **Supreme Court**, log in to your account, then click on **Supreme Court** again, finally click on **File to an existing Case**. enter the index number and NY County if that section is blank. Hit Enter and on the next page, you will see your case.
6. You will be filing **Non-Motion documents**, select the bubble for “Documents not related to a motion/petition/OSC. “ Then scroll down to the bottom and click on the Enter key.
7. On the next page, answer “Yes” to the question about the RJI and that the case type will remain as Uncontested. E-file the completed documents in the following order, one at a time under the following NYSCEF Document Types:
 - a. Note of Issue (Form UD-9)
 - b. Part 130 Certification (Form UD-12)
 - c. Complaint (Verified) (Form UD-2) must be submitted in all cases
 - d. Affirmation/Affidavit of Service (Form UD-3) or Affidavit of Defendant (Form UD-7)
 - e. Affirmation/Affidavit of Regularity (Form UD-5)
 - f. Affidavit of Plaintiff (Form UD-6)
 - g. Sworn Statement of Removal of Barriers to Remarriage (Form UD-4)
 - h. Separation Agreement (if applicable)
 - i. Findings of Fact (proposed) (Form UD-10)
 - j. Judgement of Divorce (proposed) (Form UD-11)
 - k. Certificate of Dissolution (Form DOH-2168)

When e-filing an uncontested matrimonial case involving children under the age of 21, plaintiff must also include the following forms:

- a. Child Support Worksheet (Form UD-8(3)) or Stipulation between the parties or a Family Court Order (must be within the last three years, e-file it under Document Type “Exhibit” and indicate that it is an order of the Family Court);
- b. Support Collection Unit Information (Form UD-8a) or New York State Case Registry Form; and if children under 18; RJI Addendum (Form UCS 840M)
- c. Child Support Summary (Form UCS 111)
- d. Qualified Medical Child Support order (if applicable)

8. Once you have e-filed the above documents, go to NEXT. NYSCEF will ask you the questions found on the RJI and the Addendum if there are children under 18. Then NYSCEF will give you an option to create the form or for you to file your own.
9. There will be a \$125 filing fee for the Note of Issue so that the County Clerk can assign a Calendar number to the case. Then, the papers will be electronically directed to the Matrimonial Support Office to be reviewed by a clerk. The clerk will contact you through the NYSCEF system if any documents need to be corrected before they can be submitted to a Judge/Special Referee.

Additional Information for e-filing

Remember that the complete social security numbers of the parties and the children MUST be included in your papers (NYS Public Health Law Section 4139(2) and 42. U.S.C 666[a].) In the absence of this information please submit an affidavit/affirmation explaining why it cannot be provided OR a confidentiality order. Do not redact or shorten the Social Security number or the documents will not be processed until you correct that.

Papers notarized in a foreign jurisdiction (outside of the United States) MUST be from a United States embassy/consulate OR contain the affirmation consistent with CPLR 2106.

At the end of the case, a Court employee will e-file a "Judgment Signed by Court to County Clerk" in your index number. Until another court employee converts that document to a "Judgment of Divorce" you will not be able to access or view it.

June 3, 2021