

UNCONTESTED DIVORCE CHECK LIST FOR COURT SUBMISSION

May 13, 20____

Matrimonial Center
Supreme Court, Nassau County
400 County Seat Drive
Mineola, New York 11501

Re: *Index No. 03/02876*
Jones V. Jones

Gentlemen:

The following papers are enclosed to process an uncontested divorce submission in the above action:

1. Proposed findings of fact and conclusions of law *with notice of settlement*;
2. Proposed judgment *with notice of settlement and a postal card attached to be returned after the judgment of divorce has been granted to show date of entry by court clerk*;
3. Proposed qualified medical child support orders for two children *with notice of settlement*;
4. Plaintiff's affidavit in support of an application for a judgment of divorce;
5. Attorney's affidavit of regularity;
6. Defendant's removal of barriers affidavit;
7. Plaintiff's removal of barriers affidavit;
8. UCS-1 11 divorce and child support summary form;
9. Certificate of dissolution of marriage;
10. Copy of summons *with proof of service and filing of affidavit of service*;
11. Copy of the verified complaint *with proof of service*;
12. Copy of the verified answer *with proof of service*;

13. Original signed and acknowledged agreement of the parties dated March 17, 20__
14. Copy of request for judicial intervention filed on January 13, 20__, *with proof of fee payment*; and
15. Note of issue and statement of readiness dated May 13, 20__.

I hereby make my certification to the above listed papers pursuant to 22 NYCRR Section 130-1.1a.

Please contact me if there are any additional documents or information that you require to process this settled contested divorce.

Thank you for your kind attention in this matter.

Respectfully yours,

Willard H. DaSilva

Enclosures