

QUEENS COUNTY SUPREME COURT
MATRIMONIAL DIVISION

To place an action on the matrimonial calendar, the following papers must be filed with the Matrimonial Division Clerk's Office - Room 140:

UNCONTESTED ACTIONS - SUBMISSION ONLY

SUBMISSION CALENDAR

1. Proof of Index Number.
2. An original plus two (2) copies of the Note of Issue.
3. Summons with statutory notation in accordance with Sec. 232 of the Domestic Relations Law.
4. Affidavit of Service of summons containing, among other things, facts as to defendant's identity and how process server identified defendant and/or the Affidavit of Defendant.
5. Affidavit of non-military service.
6. Verified Complaint (Domestic Relations Law, Sec. 253).
7. Verified statement - Re: Removal of barriers to remarriage (Domestic Relations Law, Sec. 253). Sworn statement must have proof of service.
8. Affidavit of Regularity.
9. Notice of Appearance, if any.
10. Certificate of Dissolution (Form DOH - 2168). Original, signed official form must be submitted. Maiden name and social security numbers of both parties must be included.
11. Information as required by Sec. 75(J) of the Domestic Relations Law (children only).
12. Affidavit of Fact required. Establish jurisdiction pursuant to Sec. 230 DRL, as well as all elements to warrant the relief sought. If the action is based on cruelty, detail at least two (2) acts of cruelty.
13. Actions for annulment on grounds of fraud must have a corroborating affidavit.
14. Action for divorce, on grounds of adultery, must have a corroborating affidavit.
15. Certified copy of Separation Agreement is required when said agreement is grounds for divorce. Original agreement must be filed with the County Clerk. All other stipulations or agreements must be original or certified copies.