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Attorney A. Attorney
Attorney B. Attorney

Legal Assistants
Legal Assistant A
Legal Assistant B

Matrimonial Center
Supreme Court, _____ County
_____, N Y _____

Re: **Jones v. Jones**
Index No. _____

Dear Sir or Madam:

Enclosed are the following papers to process the uncontested divorce in the above-entitled action:

1. Proposed findings of fact and conclusions of law with notice of settlement;
2. Proposed judgment of divorce with notice of settlement and a postal card attached that I request be returned to me after the judgment of divorce has been granted;
3. Proposed qualified medical child support order with notice of settlement;
4. Attorney's affidavit of regularity;
5. Plaintiffs affidavit in support of a judgment of divorce;
6. Defendant's affidavit in support of a judgment of divorce;
7. Original signed and acknowledged agreement of the parties dated January 11, 20__, with a check in the amount of \$35.00 for payment of the filing fee;
8. Plaintiffs removal of barriers affidavit;
9. Defendant's removal of barriers affidavit;
10. Certificate of dissolution of marriage with a check in the amount of \$_____ for payment of the filing fee;
11. UCS-111 Child Support Summary form;
12. Case Registry Filing Form;
13. Child Support Enforcement Services Affidavit;
14. Support collection unit information sheet;
15. Copy of summons with notice with affidavit of personal service;
16. Verified complaint with proof of service;
17. Verified answer with proof of service;
18. Request for judicial intervention with proof of service and proof of payment of the filing fee;