

1. County _____

2. Case Number _____

3. Date Action Commenced: ___/___/___

4. Party filling out form (circle one):

- a. Husband or Husband's Attorney
- b. Wife or Wife's Attorney

5. Husband's Date of Birth: ___/___/___
mm dd yy

6. Wife's Date of Birth: ___/___/___
mm dd yy

7. Date of marriage: ___/___/___
mm dd yy

8. Children of the Marriage:
[For each living child of the marriage indicate date of birth and who has physical custody (F=Father, M=Mother, J=Joint, T=Third Party)]

Child Date of Birth Custody

Child	Date of Birth	Custody
1	___/___/___ mm dd yy	_____
2	___/___/___ mm dd yy	_____
3	___/___/___ mm dd yy	_____
4	___/___/___ mm dd yy	_____
5	___/___/___ mm dd yy	_____

9. Was Husband represented by an attorney? (circle one)
YES NO

10. Was Wife represented by an attorney? (circle one)
YES NO

11. Financial arrangements (circle one):

- a. By Judge, Referee or Appellate Court
- b. By Written Agreement of Parties or Stipulation on the Record
- c. Both
- d. Other

12. Husband's Annual Gross Income:

\$ _____

13. Wife's Annual Gross Income:

\$ _____

14. Basic Child Support Award Paid to (circle one)

- a. Wife
- b. Husband
- c. Third Party

15. Value of Basic Child Support Payment:

By Husband: \$ _____ Annually

By Wife: \$ _____ Annually

16. Additional Child Support: (circle as many as appropriate)

By Husband: By Wife:

- a. Medical/Med. Ins.
- b. Child Care
- c. Education
- d. Other

17. Did court make a finding that the child support award varied from the Child Support Standards Act amount? (circle one)

YES NO

18. If answer to #17 was yes, was the child support award higher or lower than the Child Support Standards Act amount? (circle one)

- a. Higher
- b. Lower

19. If answer to #17 was yes, circle court's reason(s)

- a. Financial resources of parents/child.
- b. Physical/emotional health of child: special needs or aptitudes.
- c. Child's expected standard of living had household remained intact.
- d. Tax consequences.
- e. Non-monetary contribution toward care and well-being of child.
- f. Educational needs of either parent.
- g. Substantial differences in gross income of parents.
- h. Needs of other children of non-custodial parent.
- i. Extraordinary visitation expenses of non-custodial parent.
- j. Other (specify): _____

20. Spousal Maintenance: (circle one)

- a. None
- b. To Husband
- c. To Wife

21. Value of Maintenance:

\$ _____ Annually

22. Duration of Maintenance (circle one and provide date if appropriate):

- a. Until a specific date ___/___/___
mm dd yy
- b. Until death or remarriage.
- c. Other

23. Marital Home (circle one):

- a. Owned
- b. Rented
- c. Other

24. Marital Home Value (if owned):

- a. Value \$ _____
- b. Outstanding Mortgage \$ _____

25. Marital Home -- Division:

_____ % to husband _____ % to wife

26. Post divorce occupancy of marital home (circle one):

- a. By husband
- b. By wife
- c. Neither

27. Other Marital Assets Not Including Marital Home:

\$ _____

28. Division of Other Marital Assets

- a. Amount to Husband \$ _____
- b. Amount to Wife \$ _____

29. Other Awards:

To Husband	To Wife
\$ _____	\$ _____ Attorney Fees
\$ _____	\$ _____ Expert Fees
\$ _____	\$ _____ Arrears
\$ _____	\$ _____ Other

Prepared by (Attorney or Party):

Print Name Signature Date

FOR COURT USE ONLY: TO BE FILLED OUT BY COURT CLERK: DATE OF DECREE; ORDER; OR MODIFICATION ___/___/___

INSTRUCTION SHEET

Uncontested Matrimonial: This form must be submitted by the plaintiff to the court clerk, upon submission of the proposed judgment.

Contested Matrimonials: This form must be submitted by the party seeking to enter a judgment of divorce to the court clerk, upon submission of the proposed judgment.

GENERAL INSTRUCTIONS: ALL ITEMS MUST BE ANSWERED

- . If a number or amount in dollars is required and the answer is none, write 0.
- . If a certain item is not applicable, write NA.
- . If the information is unknown or not known to the party filling out the form, write UK.
- . "mm/dd/yy" means "month/day/year".

SPECIAL INSTRUCTIONS FOR PARTICULAR ITEMS:

- #8. If there are more than five children, provide the information for the youngest five. Include adopted children. "Third party" may include relatives, foster care or other arrangements.
- #9 & #10. If husband and/or wife has been represented by an attorney at any time during this litigation, circle "Yes".
- #11. a) If a trial judge, referee or appellate court determined all financial matters, such as the division of property, maintenance and child support, circle "Judge, Referee or Appellate court".
b) If the parties determined all financial matters through a separation agreement, written settlement, or stipulation that is part of a court record, circle "Written Agreement of Parties or Stipulation on the Record".
c) If a judge, Referee or appellate court determined some financial matters and the parties determined others, circle "Both". If financial matters were settled informally, then circle "Other".
- #12. & #13. Use gross income figures from the last complete calendar year. Do not include maintenance or child support as income.
- #15. If the child support award is calculated weekly, multiply it by 52 for the annual amount; if biweekly, multiply it by 26; if monthly, multiply it by 12.
- #21. If the maintenance award is calculated weekly, multiply it by 52 for the annual amount; if biweekly, multiply it by 26; if monthly, multiply it by 12. If the maintenance award calls for decreasing or increasing amounts (for example, a certain amount for five years and half that amount for another three years), then provide the average of the awards (total amount for all years divided by the number of years).
- #22. If maintenance was ordered for a designated number of months or years, provide the date when the maintenance ends.
- #27 & #28. "Other Marital Assets" include, for example, securities, bank accounts, IRA's, pensions, wholly or partly owned businesses, and real estate not listed as marital home property in #'s 21-23.
- #29. On the line for "arrear", provide the amount of:
 - a) awards of unpaid interim or pendente lite child support and/or maintenance and
 - b) retroactive awards of child support and/or maintenance.

NOTE: THIS INFORMATION IS CONFIDENTIAL AND WILL BE USED FOR STATISTICAL PURPOSES ONLY. IT WILL NOT BE RETAINED IN THE CASE FILE.

Chief Clerk: Please submit completed forms at the end of each term to the:

**Office of Court Administration
Jury and Data Services
25 Beaver Street, Room 975
New York, New York 10004**