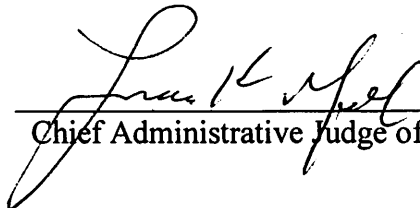


**ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS**

Pursuant to the authority vested in me, I hereby prescribe the following revised instructions and forms (Exh. A) for inclusion in the Unified Court System Uncontested Divorce Packet for use in undefended matrimonial actions pursuant to 22 NYCRR §§ 202.21(i) and 202.50, effective December 1, 2019:

- Short Form Application for Child Support Services

Attached as Exh. B is a list of the Forms comprising the Unified Court System's Uncontested Divorce Packet in effect as of December 1, 2019.

  
\_\_\_\_\_  
Chief Administrative Judge of the Courts

Dated: November 27, 2019

AO/284/19

**EXHIBIT A**

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_

Index No. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff ,

- and -

\_\_\_\_\_  
Defendant

**SHORT FORM APPLICATION FOR CHILD SUPPORT SERVICES IN CONNECTION  
WITH AN APPLICATION FOR A DIVORCE (Eff. 12/1/19)**

Plaintiff OR  Defendant in connection with the action for divorce specified above hereby requests child support services pursuant to Title 6-A of the Social Services Law by filing this Application.<sup>1</sup>

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print name of Applicant

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> Pursuant to Section 111-g of the Social Services Law, signing this short form application requesting child support services in connection with an application for a divorce is deemed to be an application for child support services under Title IV-D of the federal Social Security Act. **Important Note: To receive child support services, applicants should provide a copy of this signed form to their local Support Collection Unit within 20 days after entry of their Judgment of Divorce, together with a copy of their Judgment of Divorce and a copy of the completed Form UD-8a available at [https://www.nycourts.gov/LegacyPDFS/divorce/forms\\_instructions/ud-8a.pdf](https://www.nycourts.gov/LegacyPDFS/divorce/forms_instructions/ud-8a.pdf)**  
For more information and other ways to apply for child support services, see the NYS Unified Court System's Child Support Resources Website at <http://ww2.nycourts.gov/divorce/childsupport/index.shtml>

**EXHIBIT B**

Unified Court System Uncontested Divorce Packet Forms  
(in effect as of December 1, 2019)

- Instructions (rev. 9/30/18)
- Notice of Automatic Orders (rev. 1/13)
- Notice Concerning Continuation of Health Care Coverage
- Notice of Guideline Maintenance (rev. 1/31/18)
- Summons With Notice (Form UD-1) (rev. 1/25/16)
- Summons (to be served with Verified Complaint) (Form UD-1a) (rev. 5/99)
- Verified Complaint (Form UD-2) (rev. 1/25/16)
- Affidavit of Service (Form UD-3) (rev. 1/25/16)
- Sworn Statement of Removal of Barriers to Remarriage (Form UD-4) (rev. 5/99)
- Affidavit of Service (Form UD-4a) (rev. 5/99)
- Affirmation (Affidavit) of Regularity (Form UD-5) (rev. 1/25/16)
- Affidavit of Plaintiff (Form UD-6) (rev. 1/25/16)
- Affidavit of Defendant (Form UD-7) (rev. 3/1/16)
- Annual Income Worksheet (Form UD-8(1)) (rev. 1/31/16)
- Maintenance Guidelines Worksheet (Form UD-8(2)) (rev. 3/1/19)
- Child Support Worksheet (Form UD-8(3)) (rev. 3/1/19)
- Support Collection Unit Information Sheet (Form UD-8a) (rev. 1/25/16)
- Qualified Medical Child Support Order ("QMCSO") (Form UD-8b) (rev. 5/99)
- Note of Issue (Form UD-9) (rev. 9/11)
- Findings of Fact/Conclusions of Law (Form UD-10) (rev. 3/1/18)
- Judgment of Divorce (Form UD-11) (rev. 9/30/18)
- Part 130 Certification (Form UD-12) (rev. 5/99)
- Request for Judicial Intervention ("RJI") (Form UD-13) (rev. 5/2011)
- Addendum (Form 840M) (rev. 3/11)
- Notice of Entry (Form UD-14) (rev. 5/99)
- Affidavit of Service by Mail of Judgment of Divorce (Form UD-15) (eff. 1/25/16)
- Certificate of Dissolution of Marriage (Form DOH 2168) (rev. 7/2011)
- Self-Addressed and Stamped Postcard (rev. 5/99)
- UCS-111 (UCS Divorce and Child Support Summary Form) (rev. 1/25/16)
- DRL 255 Addendum
- Notice of Settlement (rev. 5/99)
- Poor Person Order (rev. 10/10)
- Affidavit in Support of Application to Proceed as a Poor Person (rev. 10/10)
- Affidavit of Service of Proposed Poor Person's Order (eff. 1/25/16)
- NYS Case Registry Filing Form (rev. 8/12)
- LDSS-5037 (8/18) (Non IV-D IWO, for Child Support and Combined Child and Spousal Support)
- LDSS-5038 (8/18) (Spousal Support Only IWO)
- LDSS-5039 (8/18) (IWO Instructions and Numbered Reference Tool)
- Supreme Court Short Form Application for Child Support Services (eff. 12/1/19)