

# Uncontested Divorce in New York:

New York State Court Electronic Filing

<https://iapps.courts.state.ny.us/nyscef/HomePage>



## DIVORCE DEN

### NYSCEF Electronic Filing Worksheet (Educational)

This worksheet is designed to help self-represented (pro se) litigants understand what to expect when filing an uncontested divorce in New York Supreme Court using the NYSCEF electronic filing system.

Disclaimer: This worksheet is for educational purposes only. It is not legal advice and does not create an attorney-client relationship. You are encouraged to have an attorney review your documents before filing.

#### 1. Big Picture Overview

- Divorce cases in New York are filed in Supreme Court.
- Family Court and Supreme Court may both address related issues, but only Supreme Court can grant a divorce.
- Filing documents does not mean you are divorced.
- A judge must review and sign the Judgment of Divorce.

#### 2. What Is NYSCEF?

NYSCEF (New York State Courts Electronic Filing) is the official system used to file, serve, and access court documents electronically in participating counties.

#### What NYSCEF Is NOT

- It does not tell you which forms to file.
- It does not review your documents for accuracy.
- It does not catch incorrect filings.
- It does not provide legal advice.

#### 3. Is NYSCEF Right for You?

NYSCEF works best for individuals who are comfortable using a computer, uploading PDF documents, tracking deadlines, and managing court notices independently.

#### 4. What You Need to File Electronically

- Reliable internet access and a computer
- Ability to scan documents into clear PDF format
- A valid credit or debit card (processing fees may apply)
- A private email address you can easily access

#### 5. Common Terminology

Pro Se: Representing yourself without an attorney.

DRL: Domestic Relations Law governing divorce in NY.

Index Number: Case number issued by the County Clerk.

RJI: Request for Judicial Intervention (judge assignment).

Note of Issue: Filing stating the case is ready for review.

Plaintiff's Affidavit: Sworn statement from the filing spouse.

Defendant's Affidavit: Sworn statement from the other spouse.

Stipulation of Settlement: Written agreement resolving all divorce issues.

#### 6. Court Fees (Subject to Change)

- Index Number: \$210
- RJI: \$95
- Note of Issue: \$30
- Stipulation of Settlement (\$35)

#### 7. General Timeline

1. Purchase Index Number
2. File initiating documents
3. File affidavits and settlement documents
4. File RJI
5. File Note of Issue
6. Judicial review and decision

#### 8. Attorney Review (Strongly Recommended)

You may be able to hire an attorney for limited-scope services to review your documents, even if you cannot afford full representation.

## 9. Notes & Personal Checklist

County: \_\_\_\_\_

NYSCEF Eligible: ☐ Yes ☐ No

NYSCEF Account Created: ☐ Yes ☐ No

Spouse Account Created: ☐ Yes ☐ No

Additional Notes:

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This chart is intended for educational purposes only. Rules, timelines and fees may vary by county and case complexity. \*\* ***Not legal advice.*** \*\*

