

PROVE UP CHECKLISTS

The party or parties to a prove-up must supply certain documentation in order to satisfy the Illinois Marriage and Dissolution of Marriage Act, state and local procedural rules. **The documentation required depends on the type of case.** (Types of cases are numbered below.)

The following checklists, designed for use in Cook County, are offered **as a tool** to help litigants have the correct documentation in order for a case to be ready for prove-up.

1. Prove-up by agreement of the parties

- Petition for Dissolution of Marriage/Civil Union (See Court Forms for sample Petition)
- Affidavit of Service, unless service was waived
- Appearance of Respondent
- Certificate to Hear as Uncontested Cause
- Notice of Motion (may be waived)
- Proposed Judgment (See Court Forms for sample Judgment)
- Marital Settlement Agreement (optional)
- Parenting Plan (If parties have minor children, unless excused by the Court—see Court Forms for sample plan)
- Uniform Order of Support (Required if child support is ordered)
- Qualified Domestic Relations Order or Qualified Illinois Domestic Relations Order (if pension is to be divided between the parties)
- Order for filing transcript (if court reporter is present; otherwise transcript may be waived but order must reflect the waiver)

2. Prove-up by default with *personal* jurisdiction and personal or substitute service

- Petition for Dissolution of Marriage/Civil Union (See Court Forms for sample Petition)
- Affidavit of Service
- Motion for Default (use the form designated for the district where your case is

pending)

- Notice of Motion
- Affidavit of Military Service
- Proposed Judgment (See Court Forms for sample Judgment)
- Parenting Plan (If ordered by the Court)
- Uniform Order of Support (Required if child support is ordered)
- Qualified Domestic Relations Order or Qualified Illinois Domestic Relations Order (if pension is allocated between the parties)
- Order for filing transcript

3. Prove-up by default with service by publication

- Petition for Dissolution of Marriage/Civil Unions (See Court Forms for sample Petition)
- Copy of Publication
- Certificate of Mailing
- Motion for Default (use the form designated for the district where your case is pending)
- Affidavit of Military Service
- Proposed Judgment (See Court Forms for a sample judgment)
- Parenting Plan (If ordered by the Court)
- Order for filing transcript