

**Judgment Entry Checklist: H133 Legal Separation with Children and Separation Agreement**

Check	Filings:
	IV-D Application
	Parenting Seminar Certificate of Completion
	Parenting Proceeding Affidavit
	Health Insurance Affidavit
	Military Affidavit

Check	Submissions/Attachments needed for approval:
	Separation Agreement (mark as exhibit)
	Parenting Plan (mark as exhibit)
	Child Support Worksheet (mark as exhibit)
	Administrative Child Support Order (if needed-mark exhibit)
	Juvenile Court Order (if needed)
	QDRO (if needed – mark as exhibit)
	CSEA Blue Sheet (submit to Enforcement Services)
	Legal Descriptions of Real Property (if any – mark as exhibits)
	Instructions for Service

Check	Information completed in Judgment Entry:
	Caption: Case number & Judge's Name
	1 <sup>st</sup> Paragraph: Hearing Date / Judge or Magistrate hearing case
	Complaint, Answer and/or Counterclaim
	Persons present at hearing
	Residency requirement fulfilled
	Military status of parties
	Full names and DOB of each child subject to the JE
	Cause of legal separation & party entitled to divorce
	Legal separation granted
	Separation Agreement (attach as Exhibit A)
	Duration of marriage
	Real property: Neither owns/leases or party owns/leases, a ward interest & possession (attach legal descriptions & mark exhibits)
	Retirement assets: Neither has retirement assets
	Retirement assets: Parties have retirement assets, include details & how divided
	Spousal Support: No spousal support to be exchanged
	Spousal Support Exchanged: indicate factors, monthly amount, start date, if jurisdiction retained & termination reasons
	Allocation of Parental Rights & Responsibilities: Shared Parenting or Sole Custody
	Parenting plan or parenting time plan (attach & mark exhibit)
	Residential addresses
	Notice of intent to relocate
	Federal income tax
	Private education and other expenses (if any)
	Extraordinary medical expenses (% for each person)
	Person to be reimbursed for extraordinary medical expenses
	Private health insurance accessibility: location of primary care services & whether insurance costs exceed maximum
	Designation of health insurance obligor: check reason
	Designation of child support obligor and obligee
	Child support worksheet (attach & mark exhibit)
	Administrative Support Order (if any – mark & attach as exhibit)
	Child support deviation (if any – include actual annual amounts)
	Overnight parenting time – indicate amounts / leave remainder blank for court's findings: <b>For Judge:</b> <input type="checkbox"/> Deviation Granted <input type="checkbox"/> Deviation Not Granted / Please include findings in JE
	Other deviation factors (check all that apply)
	Child support deviation: Enter amount of downward (actual worksheet amount minus amount agreed to be paid) or upward deviation (amount agreed to be paid minus actual worksheet amount)
	Cash medical support deviation: Enter amount of downward (actual worksheet amount minus amount agreed to be paid) or upward deviation (amount agreed to be paid minus actual worksheet amount)
	Enter final monthly amount of child support and cash medical support to be paid (include per child amounts). Enter total combined child support, cash medical support to be paid & effective date
	Temporary support arrears/overpayment (if any)
	Enter monthly amount of all support figures including: child, spousal, cash medical & arrears
	Method to secure support payments
	Restore to former name (if selected)
	Dismiss 3 <sup>rd</sup> parties (if necessary)
	Costs to be paid: Plaintiff, Defendant or Both
	Signature of parties (journal stamp: by court only)