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Judgment Entry Checklist: H251 Divorce with Children, No Personal Jurisdiction

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

Check	Submissions/Attachments needed for approval:
	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 st 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 divorce & party entitled to divorce
	Divorce granted
	Duration of marriage
	Real property: Neither owns/leases or party owns/leases, award 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
	Restore to former name (if selected)
	Dismiss 3 rd parties (if necessary)
	Costs to be paid: Plaintiff, Defendant or Both
	Signature of parties (journal stamp: by court only)