

REQUIRED DOCUMENTS FOR PROVEUP
JUDGE ROSARIO - CALENDAR 55

1. Uniform Proveup Sheet (Judge's Information Sheet).
2. Court Reporter Information Sheet (not necessary if waiving a Court Reporter for a *Virtual Hearing* with both parties present to testify).
3. File-stamped copy of Petition for Dissolution of Marriage.
4. File-stamped copy of Respondent's Appearance
 - a. OR, if a **Default Proveup**, then instead of Respondent's Appearance:
 - i. Default Order entered by the Judge from whose courtroom the case originated;
 - ii. Affidavit of Service (file-stamped copy);
 - iii. Affidavit of Military Service (file-stamped copy);
 - iv. Affidavit of Diligent Search if Publication Service (file-stamped copy);
 - v. If Publication Service, Affidavit of Service by Publication(file-stamped copy);
 - vi. Notice of Motion and Motion for Default (file-stamped copy);
5. File-stamped copy of Notice and Motion for Proveup
 - a.If requesting a *Virtual Hearing*, **Agreed Order** signed by both parties pursuant to and compliant with any Domestic Relations General Orders, in **Word or pdf** format to allow for the Court's signature.
6. File-stamped copy of Certificate and Agreement of Counsel - Stipulation to Hear Uncontested Case.
7. Proposed Judgment (if submitted by email, in **Word** format and MSA must be a separate document).
8. If applicable, Marital Settlement Agreement initialed, signed and dated by both parties, or a previously entered/file-stamped MSA (if submitted by email, MSA must be separate from Proposed Judgment.
9. Proposed Order on the Proveup (28 day order)
 - a.If a *Virtual Hearing*, proposed Order should be submitted in Word or pdf format to allow for the Court's signature, and indicate whether parties are waiving a Court Reporter because they will both be present to testify.
10. If parties are **parents** of minor children:
 - a. Proposed Allocation Judgment initialed, signed and dated by the parties (if submitted by email, in **Word** or pdf format with parties' signatures embedded), or a copy of a previously entered/file-stamped Allocation Judgment;
 - b. Proposed Uniform Order of Support (if submitted by email, in **Word or pdf** format), indicating whether guideline support or, if not, the basis for deviation, or a copy of a previously entered/file-stamped Uniform Order of Support;
 - c. File-stamped Certificates of Completion of FOCUS on Children parenting class (or Children in Between if parties were allowed to complete online) for both parents (unless one party is defaulted).
11. OPTIONAL: any submitted QDRO/QILDRO must be signed by all parties (if submitted by email, in **Word** format with parties' signatures embedded or pdf format to allow for the Court's signature).
12. If a party communicates with court personnel by email regarding a prove up or for any reason regarding a case, they must include all parties on any email or communication as well as the case name and number in the email's subject line.
13. A self-represented party must appear before the Court, or any Marital Settlement Agreement, Agreed Allocation Judgment, proposed Uniform Order of Support and QDRO?QLDRO must be notarized.
14. Court information, including all Domestic Relations General Orders governing procedures during court closures, may be found at <http://www.cookcountycourt.org> /.

