

PROVE UP WITH SERVICE THROUGH SUMMONS (DEFAULT WITH PERSONAL JURISDICTION) CHECKLIST

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 court procedural rules. **Some documents may or may not be required depending on the facts in each case. Necessary forms can be found at <https://services.cookcountyclerkofcourt.org/Forms>** The following checklist, designed for use in Cook County, is offered as a tool to help litigants and clerks ensure the correct documentation is in order for a case to be ready for prove-up.

- ☐ Petition for Dissolution of Marriage/Civil Union
- ☐ Completed Proposed Order On Prove-Up (28 Day Order)
- ☐ Filed FOCUS on Children Completion Certificate or Children in Between Online Parenting Class Certificate (only if there are minor children involved in the case)¹
- ☐ Uniform Prove-Up Sheet
- ☐ Proposed Judgment for Dissolution of Marriage
- ☐ Affidavit of Service
- ☐ Notice of Motion and Certificate of Service
- ☐ Court Reporter Information Sheet
- ☐ Proposed Default Judgment for Dissolution of Marriage (if minor children are involved, Allocation of Parental Responsibilities needs to be included)
- ☐ Entered Certification and Motion for Default/Order of Default
- ☐ Order for Free Transcript (if petitioner has an approved fee waiver)
- ☐ Rule 298 Waiver of Court Fees (if petitioner is filing an Order for Free Transcript)
- ☐ Affidavit as to Military Service
- ☐ Proposed Uniform Order for Support with the Income Shares Calculation Sheet and Child Support Data Sheet attached thereto (only if there are minor children involved in the case)

¹ Please note that FOCUS on Children is temporarily inactive. Children in Between Online is the only provider available to provide a certificate to fulfill this obligation.