LaRocque Law
ILLINOIS FAMILY LAW

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Cook County Divorce Prove-Up

FORMS CHECKLIST FOR SELF-REPRESENTED PARTIES

This checklist is prepared by LaRocque Law. Each form links to its official source: the Illinois Supreme Court's statewide forms, the Clerk of the Circuit Court of Cook County, or the Circuit Court of Cook County. Always download the current version from the official site.

Not every form applies to every case. Which ones you need depends on whether you have minor children, whether your spouse agreed and filed an Appearance, and how your spouse was served.

Pick your prove-up checklist

Start here. Use the one checklist below that matches how your case will be proved up. These track what the Circuit Court of Cook County expects to see before a prove-up. Your judge's courtroom may ask for more, so check its standing order.

- Checklist A: your spouse agrees and has filed an Appearance.
- Checklist B: your spouse was served by summons but never responded (default).
- Checklist C: your spouse could not be found and was served by newspaper publication (default).

Checklist A: Prove-up by agreement

✓	Document	Notes
☐	Petition for Dissolution of Marriage (filed)	Filed at the start of the case
☐	Proposed Order on Prove-Up (28-Day Order) (CCDR 0059)	Filled out
☐	Parenting class certificate, filed	Children in Between Online (only if you have minor children)
☐	Respondent's Appearance (filed)	Your spouse's Entry of Appearance
☐	Uniform Prove-Up Sheet (CCDR 0027)	Fill in the top; the judge completes the rest at the hearing
☐	Proposed Judgment for Dissolution of Marriage	Use the no-children or with-children version
☐	Notice of Court Date	Unless both of you will attend the prove-up

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✓	Document	Notes
☐	Court Reporter Information Sheet	Unless the court reporter is waived
☐	Marital Settlement Agreement	Signed by both of you
☐	Order for Free Transcript (CCDR 0061)	Only if you have an approved fee waiver
☐	Order for Waiver of Court Fees (Rule 298)	Only if you are filing the Order for Free Transcript
☐	Affidavit as to Military Service (CCG 0004)	Every prove-up
☐	Proposed Uniform Order for Support, with the Income Shares calculation sheet and Support Information Sheet attached	Minor children only
☐	Proposed Allocation Judgment and Parenting Plan	Minor children only
☐	Certification and Agreement / Stipulation to Hear Uncontested Cause (CCDR 0104)	Required for self-represented parties too
☐	Proposed QDRO or QILDRO	Only if a retirement account is being divided; signed by both of you and approved by the plan
☐	Voluntary Acknowledgment of Paternity	Only if a child was born outside the marriage

Checklist B: Default after service by summons

✓	Document	Notes
☐	Petition for Dissolution of Marriage (filed)	Filed at the start of the case
☐	Proposed Order on Prove-Up (28-Day Order) (CCDR 0059)	Filled out
☐	Parenting class certificate, filed	Children in Between Online (only if you have minor children)
☐	Uniform Prove-Up Sheet (CCDR 0027)	Fill in the top; the judge completes the rest at the hearing

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✓	Document	Notes
☐	Proposed Default Judgment for Dissolution of Marriage	If you have minor children, include the Allocation Judgment
☐	Affidavit of Service	Returned by the sheriff or special process server
☐	Notice of Motion and Certificate of Service	Showing your spouse was given notice of the default date
☐	Court Reporter Information Sheet	Every default prove-up
☐	Entered Certificate and Motion for Default / Order of Default (CCDR 0103)	The default must already be entered
☐	Order for Free Transcript (CCDR 0061)	Only if you have an approved fee waiver
☐	Order for Waiver of Court Fees (Rule 298)	Only if you are filing the Order for Free Transcript
☐	Affidavit as to Military Service (CCG 0004)	Every prove-up
☐	Proposed Uniform Order for Support, with the Income Shares calculation sheet and Support Information Sheet attached	Minor children only

Checklist C: Default after service by publication

✓	Document	Notes
☐	Petition for Dissolution of Marriage (filed)	Filed at the start of the case
☐	Proposed Order on Prove-Up (28-Day Order) (CCDR 0059)	Filled out
☐	Copy of the publication	From the newspaper
☐	Certificate of Mailing	From the Clerk
☐	Parenting class certificate, filed	Children in Between Online (only if you have minor children)

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✓	Document	Notes
☐	Uniform Prove-Up Sheet (CCDR 0027)	Fill in the top; the judge completes the rest at the hearing
☐	Proposed Default Judgment for Dissolution of Marriage	If you have minor children, include the Allocation Judgment
☐	Court Reporter Information Sheet	Every default prove-up
☐	Entered Certificate and Motion for Default / Order of Default (CCDR 0103)	The default must already be entered
☐	Order for Free Transcript (CCDR 0061)	Only if you have an approved fee waiver
☐	Order for Waiver of Court Fees (Rule 298)	Only if you are filing the Order for Free Transcript
☐	Affidavit as to Military Service (CCG 0004)	Every prove-up
☐	Due Diligence Worksheet (Actions Taken to Show Due Diligence)	Shows the steps you took to find your spouse

Starting the case

Forms to open the case and get the other spouse into it.

✓	Form	When you need it
☐	How to Get a Divorce (No Children Under 18) - Instructions	Read first if there are no minor children
☐	How to Get a Divorce with Children - Instructions	Read first if there are minor children
☐	Petition for Dissolution of Marriage/Civil Union (No Children)	Always (use this one OR the with-children petition)
☐	Petition for Dissolution of Marriage/Civil Union (With Children)	Always (use this one OR the no-children petition)
☐	Additional Children - Petition	Only if there are more children than fit on the petition
☐	Domestic Relations Cover Sheet (CCDR 0601)	Filed with the petition in Cook County

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✓	Form	When you need it
☐	Summons (Divorce)	When the other spouse must be formally served
☐	Praecipe for Summons (CCDR 0003)	If the clerk requires it to issue the summons
☐	Entry of Appearance and Military Notice (Divorce)	Filed by the other spouse in an agreed case; required for prove-up by agreement
☐	Financial Affidavit	Exchanged/filed per court rules; almost always needed if support or property is at issue
☐	Application for Waiver of Court Fees	Only if you cannot afford filing fees
☐	Order for Waiver of Court Fees	Filed with the fee waiver application

Service and default

Only needed if the other spouse did not file an Appearance (a default).

✓	Form	When you need it
☐	Affidavit as to Military Service (CCG 0004)	On every Cook County prove-up checklist
☐	Certificate and Motion for Default (CCDR 0103)	Default cases only (summons or publication)
☐	Notice of Court Date for Motion	Default by summons: notice of motion and certificate of service; also used when the other spouse will not attend
☐	Affidavit for Service by Publication (CCG 0013)	Publication cases only
☐	Actions Taken to Show Due Diligence	Publication cases only (the 'Due Diligence Worksheet' on the checklist)

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Prove-up day

Bring completed forms to the prove-up. Bring extra copies of everything you want the judge to sign.

✓	Form	When you need it
☐	Order on Prove-Up (28-Day Order) (CCDR 0059)	Every prove-up
☐	Uniform Prove-Up Sheet (CCDR 0027)	Every prove-up
☐	Certification and Agreement / Stipulation to Hear Uncontested Cause (CCDR 0104)	Prove-up by agreement (applies to self-represented parties too)
☐	Certification of Agreement (statewide divorce form)	Agreed cases using the statewide judgment forms
☐	Judgment of Dissolution of Marriage/Civil Union (No Children)	Every prove-up (use this one OR the with-children judgment)
☐	Judgment of Dissolution of Marriage/Civil Union (With Children)	Every prove-up (use this one OR the no-children judgment)
☐	Court Reporter Information Sheet	Unless the court reporter is waived
☐	Order for Free Transcript (CCDR 0061)	Only if you have an approved fee waiver
☐	Certificate of Dissolution of Marriage/Civil Union (IDPH)	Filled out and brought to the prove-up for the clerk

Only if you have children

Only if you and your spouse have minor children together.

✓	Form	When you need it
☐	Parenting Plan (statewide)	Minor children - serves as the proposed allocation of parental responsibilities
☐	Uniform Order for Support	Minor children - attach the Income Shares calculation sheet
☐	Support Information Sheet (child support data sheet)	Minor children

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✓	Form	When you need it
☐	Income Withholding for Support	Minor children - so support comes out of the paying parent's paycheck
☐	Children in Between Online (parenting class)	Minor children - completion certificate must be filed before prove-up

Optional: joint simplified dissolution

A separate, shorter process for couples who meet strict eligibility requirements. Not used with a regular prove-up.

✓	Form	When you need it
☐	Joint Petition for Simplified Dissolution of Marriage (CCDR 0019)	Only for couples who qualify for the simplified process (a different track from a regular prove-up)

Items that do not come from a court form

✓	Item	Notes
☐	Marital Settlement Agreement	Listed on the Cook County agreed prove-up checklist. There is no statewide fill-in form; the parties write and sign it.
☐	Parenting class certificate	Minor children only. Cook County's checklists say Children in Between Online is currently the only provider; file the completion certificate before the prove-up.
☐	Income Shares calculation sheet	Minor children only. Attached to the Uniform Order for Support.
☐	Affidavit of Service	Default by summons. Comes back from the sheriff or special process server after service.
☐	Copy of Publication and Certificate of Mailing	Default by publication. From the newspaper and the Clerk.
☐	Entered Order of Default	Default cases. The court must enter it before the default prove-up.

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✓	Item	Notes
☐	QDRO / QILDRO	Only if a retirement account is being divided; signed by both parties.
☐	Voluntary Acknowledgment of Paternity	Only if a child was born outside the marriage.

Questions about your case?

LaRocque Law handles Illinois divorce and family law matters. To schedule a consultation, call (312) 584-3456 or visit larocque-law.com.

This checklist is general information compiled from official court sources as of September 2026. It is not legal advice. Receiving it does not create an attorney-client relationship, and LaRocque Law does not represent you unless you sign a written engagement agreement with the firm. Court forms and local requirements change; confirm current versions with the Clerk of the Circuit Court of Cook County.