

**FINAL JUDGMENT ENTRY CHECKLIST:**

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**Judgment Entry (fully signed by all parties, attorneys)**

**(If the entry is adopting a Separation Agreement or a Shared Parenting Plan, attach a copy to each Judgment Entry)**

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**Child Support Worksheet (if applicable)**

**(This is also attached to the Judgment Entry)**

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**Copy of Local Rule 24 (if applicable)**

**(This is also attached to the Judgment Entry)**

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**Instructions to the Clerk (for service of entry)**

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**Appropriate # of Copies**

**(Usually 5 needed: 1 for Plaintiff, 1 for Defendant, 1 for Plaintiff's attorney, 1 for Defendant's attorney, 1 for CSEA)**

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**Envelopes (Properly addressed to each Recipient)**

**(Usually 4 needed: 1 for Plaintiff, 1 for Defendant, 1 for Plaintiff's attorney, 1 for Defendant's attorney; NOTE: CSEA does not need an envelope as the Clerk places a copy in their courthouse box)**

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**Medical Child Support Order (if applicable)**

**(One original needed, plus appropriate # of copies for each party, CSEA, insurance provider, employer, etc.)**

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**Wage Withholding Order (if applicable)**

**(This requires its own instructions, appropriate # of copies, and envelopes to employer, etc.)**