



# Application to Waive Court Costs, Fees, and Expenses

UCS-FW1 (01/2025)

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\_\_\_\_\_ Court  
County of \_\_\_\_\_

In the matter of:

\_\_\_\_\_  
**Plaintiff/Petitioner** (party bringing case) or **Subject of Proceeding**  
*-against-*

\_\_\_\_\_  
**Defendant/Respondent** (opposing party; if none, leave blank)

**Index/File Number:**

Applicant states the following:

1. I am a party in this case.
2. I am not represented by a lawyer.
3. I live at the following address: \_\_\_\_\_.
4. I have the following assets (check all that apply):

<input type="checkbox"/> Income	Source: <input type="checkbox"/> Wages <input type="checkbox"/> Spousal Support <input type="checkbox"/> Social Security/SSI/SSID <input type="checkbox"/> Other (specify): _____	Monthly Amount: \$ _____ \$ _____ \$ _____ \$ _____
<input type="checkbox"/> Bank Account(s)	Type: <input type="checkbox"/> Checking Account(s) <input type="checkbox"/> Savings Accounts(s)	Current Total Balance: \$ _____ \$ _____
<input type="checkbox"/> Cash, Bonds, Securities, and Other Investments	Type: <input type="checkbox"/> Cash <input type="checkbox"/> Bonds <input type="checkbox"/> Securities <input type="checkbox"/> Other (specify): _____	Current Total Balance: \$ _____ \$ _____ \$ _____ \$ _____
<input type="checkbox"/> Real Estate	Address(es): _____	Total Estimated Market Value: \$ _____
<input type="checkbox"/> Vehicles	Type:  Make _____ Model _____ Year: _____ Make _____ Model _____ Year: _____ Make _____ Model _____ Year: _____ Make _____ Model _____ Year: _____	Estimated Market Value (minus any unpaid loan amount): \$ _____ \$ _____ \$ _____ \$ _____

5. My estimated current monthly expenses are as follows (check all that apply):

<input type="checkbox"/> Housing	Type: <input type="checkbox"/> Rent <input type="checkbox"/> Mortgage <input type="checkbox"/> Real property taxes <input type="checkbox"/> Homeowners' insurance <input type="checkbox"/> Homeowners' association/condominium fees, maintenance, and repairs	Monthly Amount: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
<input type="checkbox"/> Utilities	Include internet, phone, water, gas, electric service, and heating	Monthly amount: \$ _____
<input type="checkbox"/> Other	Type:	Monthly amount:
	<input type="checkbox"/> Out-of-pocket medical or dental expenses	\$ _____
	<input type="checkbox"/> Health insurance premiums	\$ _____
	<input type="checkbox"/> Child support payments	\$ _____
	<input type="checkbox"/> Transportation (including public transportation fares, insurance, car loan payments, gas)	\$ _____
	<input type="checkbox"/> Spousal support payments (also known as alimony)	\$ _____
	<input type="checkbox"/> Education	\$ _____
	<input type="checkbox"/> Childcare	\$ _____
	<input type="checkbox"/> Other (specify): _____	\$ _____

6. I am responsible for financially supporting other people (check one):  Yes or  No  
 If yes, list each dependent's age and provide details about your relationship with each dependent.  
**NOTE:** Do not include dependents' names or dates of birth.

Age	Relationship

- 7. I have no other income, savings, real property, or assets other than those listed above.
- 8. I am unable to pay the court costs, fees, and expenses necessary to defend my rights in this case.
- 9. I cannot afford to hire an attorney to represent me in this case.
- 10. No one else who is able to pay the required court costs, fees, and expenses has a beneficial interest in the outcome of this case.
- 11. I intend to assert certain rights and defenses in this case, and I cannot proceed with my case unless this application is granted.
- 12. I request a court order waiving (check one):
  - all court costs, fees, and expenses for this case
  - the court filing fee for a Notice of Appeal
  - other (specify): \_\_\_\_\_

13. I have already filed a Summons and Complaint, or Summons with Notice, or Notice of Petition, or Petition, or Order to Show Cause in this case (check one):  Yes or  No

- If yes, you must:
- Serve this Application to Waive Court Costs, Fees, and Expenses [UCS-FW1] together with a Notice of Motion [UCS-FW2] on the:
    - Other parties in the case
    - Corporation Counsel (if filed in NYC)
    - County Attorney (if filed outside of NYC)
  - File an Affirmation of Service [UCS-FW3] with the court

14. The facts of my case are (check one):

- explained in my attached papers (you must attach your complaint, petition, answer, or affidavit of facts).
- as follows (explain why you have a valid case):

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15. Check one of the following:

- I **have not** previously applied to waive the court costs, fees, and expenses in this case.
- I **have** previously applied to waive the court costs, fees, and expenses in this case, but I am applying again because: \_\_\_\_\_

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I affirm this \_\_\_\_\_ day of \_\_\_\_\_, **20**\_\_\_\_, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Print Name**

**Note:** You may be asked to provide financial documents before the judge makes a decision – for example, bank statements, paystubs, etc. Before filing your application, contact the court and ask if you must submit any financial documents and/or if you are required to serve any other party.