

Notice of Motion to Waive Court Costs, Fees, and Expenses

UCS-FW2 (01/2025)
Page 1 of 2
nycourthelp.gov

Court	
County of	1
In the matter of:	Index/File Number:
Plaintiff/Petitioner (party bringing case) or Subject of Proceeding -against-	
Defendant/Respondent (opposing party; if none, leave blank)	



This notice of motion informs all parties in the case that you are asking the court to waive the court costs, fees, and expenses. Your motion must have a court date (return date). Some courts allow you to choose your own court date, others assign a court date for you. Please contact the court for their court date requirements. For more information on how to make a motion, visit: https://nycourts.gov/courthelp/goingtocourt/motionsOSC.shtml



Use this form **only** if the case has already been started. (A case is started when the first papers are filed with the court, such as Summons and Compliant, Summons with Notice, Notice of Petition, Petition, or Order to Show Cause, and the court has assigned an index/file number to the case.)

You **do not** need this form if you are starting a new case.

If the case has already been started, you must serve a copy of the following papers on all parties in the case:

- 1. Notice of Motion to Waive Court Costs, Fees, and Expenses [UCS-FW2]
- 2. Application to Waive Court Costs, Fees, and Expenses [UCS-FW1]
- 3. Supporting papers, if any



If the court is in New York City – Bronx, Kings (Brooklyn), New York (Manhattan), Queens, or Richmond (Staten Island) – you must also serve the Corporation Counsel's Office.

If the court is outside New York City, you must also serve the County Attorney's Office.

You must file your original papers and proof of service with the court. You may use the Affirmation of Service: Motion to Waive Court Costs, Fees, and Expenses [UCS-FW3] form to provide proof of service.

For more information on how to serve legal papers, visit: https://nycourts.gov/CourtHelp/GoingToCourt/service.shtml

1.	I am	making	an	application	to	waive	court	costs,	fees,	and	expense	es.
----	------	--------	----	-------------	----	-------	-------	--------	-------	-----	---------	-----

Costs, Fees, and Expenses on / /	2. I signed an Application to Waive Court Costs, Fees, and Expenses on

- 3. I affirmed under the penalties of perjury (making a false statement under oath) that my application is true and accurate.



UCS-FW2 (01/2025)	Page 2 of 2	Index/File Number:
5. This motion will be presented to Judge Name: Court Address: Room/Part (if any): Date:/ / Time:: DAM □PM		
 This case is about:	se it is. For example,	personal injury, breach of contract, bate, administration, etc.
7. This case has a trial date (check ☐ Yes, on//	,	, if any:)
least seven (7) days before the cou	urt date because this court date based on toy: arty or a party's lawy wyer's office erson of suitable age sion and then mailinged by an overnight detection by regular mail from the side of the side	and discretion Belivery service om inside New York State
Date:/		Applicant Signature
From (applicant's name, address, pho	one, and email):	
Name:		
Address:		:
To (list name and address of each par		
Name	Address	ie, leave blatik).

To (list name and address of each	party in the case, if none, leave blank):
Name	Address