



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

_____ 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:



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 expenses.
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.
4. I am submitting the following papers to support my application (if any, please specify):



