

**KINGS COUNTY SUPREME COURT
MATRIMONIAL TERM OFFICE
360 ADAMS STREET- 10TH FLOOR**

FILING INSTRUCTIONS FOR MATRIMONIAL MOTIONS

**THE MATRIMONIAL TERM COURTROOMS ARE NOW LOCATED AT
360 ADAMS STREET- 3RD FLOOR**

All matrimonial motions must contain the following:

1. A **Request for Judicial Intervention** form stamped by the County Clerk **unless** previously assigned to a matrimonial judge. Cases on for the first time through Notice of Motion require presentation of a stamped copy of the summons.
2. The **Notice of Motion** which must include the Matrimonial Part and return date in accordance with the following motion schedule if the case has already been assigned to a judge:

<u>Part</u>	<u>Judge</u>	<u>Courtroom</u>	<u>Motion days</u>
5A	Prus	364	Tuesday & Wednesday
5F	Adams	366	Tuesday & Thursday
5G	Sunshine	365	Wednesday
5T	Thomas	363	Tuesday

All motions are returnable at 9:30 a.m. unless otherwise directed. (**Please note:** the court may direct a motion to be returnable on an unscheduled motion day because of a previously scheduled conference or trial for the same case.)

3. A properly signed and notarized **Affidavit in Support.**
4. A signed Rule 130 Certification
5. All exhibits **must** be tabbed.
6. Proper service pursuant to CPLR 2214 in the form of an **affidavit of service, affirmation, or admission of service.**
7. **Motions must be submitted to Matrimonial Department at least five (5) days prior to the return date and Cross motions must be served at least 3 days before the return date (CPLR 2215) and presented to the Matrimonial Clerks Office at least 2 days before the return date for proper calendaring.**

MATRIMONIAL MOTIONS ARE TO BE SUBMITTED TO THE 10TH FLOOR. NO COURTESY COPIES OF PAPERS ARE TO BE FILED WITH THE COURTROOM OR CHAMBERS.