

**KINGS COUNTY SUPREME COURT
MATRIMONIAL TERM OFFICE– 10TH FLOOR**

ALL ORDERS TO SHOW CAUSE MUST INCLUDE THE FOLLOWING:

1. An **Order to Show Cause** form containing a proper heading (jurat) and some form of the following statement: "Let the plaintiff/defendant or his/her/their attorney show cause at IAS Part _____, Room _____, of this Court, to be held at the Courthouse, 360 Adams Street, Brooklyn, N.Y., on the _____ day of _____, 200__, at _____ o'clock in the _____noon or as soon as counsel may be heard why an order should not be made....."
2. A properly signed, dated and acknowledged **Affidavit in Support** containing a statement pursuant to CPLR 2217 as to whether any prior applications for the relief requested have been made. If so, describe the outcome of the prior application. If not, state that no prior applications have been made.
3. **Exhibit tabs for each supporting paper attached to the application.**
4. A **Part 130 certification.**

Additional requirements:

1. When an Order to Show Cause **begins** the action, you must submit a paid Request for Judicial Intervention and a copy of the Summons with Notice or Summons with Complaint. The service clause in the Order to Show Cause must also state that the Summons with Notice or Summons with Complaint will be served by personal delivery simultaneously with the Order to Show Cause.
2. When making a money request (i.e., maintenance, child support, etc.), you must provide a signed, notarized Net Worth Statement. **First time** applications for child support also require a Child Support Registry Form. When requesting the **modification of an existing child support order or child support arrears**, you must submit an updated Net Worth Statement.
3. For **counsel fee** requests, you must provide a signed retainer agreement and a net worth statement if one has not been recently filed.
4. If you are requesting an **Order of Protection**, you must submit a Family Offense Registry Form and a T.O.P. form.
5. Orders to Show Cause for **Contempt** must include a proper warning and notice pursuant to 756 of the Judiciary Law. Personal service is required on the person alleged to be in contempt. If the application is post-judgment, a copy of the judgment must be attached to the application.
6. When applying for **financial restraints on marital assets**, you must state that the restraint does not apply to daily living expenses or ordinary business expenses.
7. You must provide a copy of the judgment with any application for post-judgment relief. If you are trying to **enforce a judgment**, you must provide a copy of the judgment with proof of notice of entry and proof of service.
8. If you are bringing an **Emergency Order to Show Cause**, you must submit an Emergency Affidavit explaining the nature of the emergency.

SUBMIT YOUR COMPLETED FORMS TO THE MATRIMONIAL TERM OFFICE -10TH FL.