

SELF-HELP CENTER

MOTION CHECKLIST

When submitting a motion, your papers should include:

- 1) Notice of Motion
- 2) Supporting Affidavit (Notarized)
- 3) Exhibits, if any
- 4) Proper proof of service
- 5) Completed Litigation Cover (Blueback)
- 6) Proof of Index Number from the Office of the County Clerk including proof of proper filing of initiating papers
- 7) Proof of prior filing of RJI

OR

Original RJI together with two (2) copies and a \$95.00 (cash or money order)
(RJI fee)