

FAMILY COURT OF THE STATE OF NEW YORK, COUNTY OF ERIE
UCMS-PRE-COURT QUESTIONNAIRE
FILL OUT A QUESTIONNAIRE FOR EACH PERSON YOU ARE FILING AGAINST.

LIST INFORMATION ABOUT YOURSELF

NAME: _____

OTHER LAST NAMES: _____

SHOULD YOUR ADDRESS BE KEPT CONFIDENTIAL FROM THE OTHER PARTY? YES / NO

STREET ADDRESS: _____

CITY, STATE, ZIP CODE _____

COUNTY YOU RESIDE IN: _____

TELEPHONE NUMBER: (____) _____ - _____

SHOULD YOUR PHONE NUMBER BE KEPT CONFIDENTIAL FROM THE OTHER PARTY?: YES/ NO

DATE OF BIRTH: _____

STATE OF BIRTH: _____

SEX: MALE FEMALE

RACE:(Circle One)

AMERICAN INDIAN/ALASKAN NATIVE

ASIAN/PACIFIC ISLANDER

BLACK WHITE HISPANIC OTHER

SOCIAL SECURITY NUMBER: _____

HEIGHT: _____ WEIGHT: _____

EYE COLOR: _____ HAIR COLOR: _____

EMPLOYERS NAME & ADDRESS:

ATTORNEYS NAME & ADDRESS

EVER MARRIED TO OTHER PARTY: YES NO

CITY/STATE OF MARRIAGE: _____

DATE OF MARRIAGE: _____

DIVORCED FROM OTHER PARTY: YES NO

DATE AND STATE OF DIVORCE _____

RECEIVING ANY OF THE FOLLOWING:
CIRCLE ALL THAT APPLY

SSI UIB
PUBLIC ASSISTANCE (CASH GRANT)

YOUR CHILDREN: (REGARDLESS OF AGE)
NAME: DATE OF BIRTH SOC. SEC. # SEX

LIST INFORMATION ABOUT OTHER PARTY

NAME: _____

OTHER LAST NAMES : _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE _____

COUNTY OTHER RESIDES: _____

TELEPHONE NUMBER: (____) _____ - _____

DATE OF BIRTH: _____

STATE OF BIRTH: _____

SEX: MALE FEMALE

RACE:(Circle One)

AMERICAN INDIAN/ALASKAN NATIVE

ASIAN/PACIFIC ISLANDER

BLACK WHITE HISPANIC OTHER

SOCIAL SECURITY NUMBER: _____

HEIGHT: _____ WEIGHT: _____

EYE COLOR: _____ HAIR COLOR: _____

EMPLOYERS NAME & ADDRESS:

RELATIONSHIP TO YOU: _____

RECEIVING ANY OF THE FOLLOWING:
CIRCLE ALL THAT APPLY

SSI UIB
PUBLIC ASSISTANCE (CASH GRANT)

OTHER PARTY'S CHILDREN:(REGARDLESS OF AGE)
NAME: DATE OF BIRTH SOC. SEC# SEX

IF YOU ARE FILING FOR CUSTODY OR VISITATION OF A CHILD LIST THAT CHILDS NAME AND PARENTS NAMES

CHILD/DATE OF BIRTH

MOTHER/DATE OF BIRTH

FATHER/DATE OF BIRTH

OFFICE USE ONLY

ADULT FILES: # _____ # _____ JUVENILE: # _____ # _____ # _____ INITIALS _____

FILING FOR: _____

ARE YOU SCHEDULED IN ANY OTHER COURT WITH THIS PERSON? YES / NO

GENERAL INSTRUCTIONS FOR PREPARING YOUR OWN PETITION

YOU MUST READ ALL THE GUIDELINES BEFORE COMPLETING PETITION

In order to start a proceeding in Family Court, you must file a petition with the Court. To obtain a blank petition to be completed by yourself, you should come to the Petition Processing Office, located in Room 429, One Niagara Plaza, Buffalo, NY, 14202 between the hours of 8:30 - 4:30.

You may attempt to complete the paperwork in the waiting room, however it is strongly advised that you take it with you, to be completed, notarized and copied at your own convenience. The inter-office staff cannot assist you in completing this petition. You **must** submit the forms in person. **THE COURT WILL NOT ACCEPT PETITIONS THAT ARE MAILED TO THE COURT, UNLESS YOU RESIDE IN ANOTHER COUNTY OR STATE.** The Petition Processing Office will review the completed petition and return the documents if all required items are not completed or completed improperly. If the petitions are completed correctly, and the necessary copies attached, the Petition Processing Office will docket & schedule the case for a future date. You will not receive a court date immediately, all parties will be notified of their scheduled date by mail. If you prefer not to complete your own petition, you may want to consider seeking the services of an attorney.

The Court's Petition Processing Office has petition clerks who are available to assist you on a first come, first serve basis. All domestic violence petitions will be treated as a priority and will be interviewed first. It is recommended that you arrive at the Court no later than 3:00.

PLEASE NOTE THAT THE COURT'S ACCEPTANCE OF THE PETITION YOU PREPARED DOES NOT PRECLUDE THE PETITION FROM BEING DISMISSED IN COURT AT A LATER DATE FOR INACCURATE INFORMATION.

1. Petitions require the caption to be filled in, the complete name and address, including zip codes, of both parties/attorneys. If your address is confidential, write "**confidential**" where your address would go and provide your address on the pre-court questionnaire.

Do not write any docket number on your original petition or copies.

2. An original (signed and notarized) and four (4) copies must be submitted for any petition pertaining to support/paternity issues. All copies must be made on the same size paper as original petition. Make one (1) extra copy to keep for your own records.

3. Regarding all other petitions, an original (signed and notarized) and six (6) copies must be submitted. All copies must be made on the same size paper as original petition. Make one (1) extra copy to keep for your own records.

4. A separate petition must be filed for each Respondent.

5. Paternity petitions filed by the mother must include a copy of the birth certificate, you need to obtain a copy for us before you file your Petition. Copies can be obtained through the city/town hall where the child was born. If filed by the father or another party, a copy of the birth certificate should be provided if the party has a copy of same.

6. If you seek to modify or enforce a divorce decree, one (1) complete copy of the signed decree, property settlement agreement, oral stipulation/referees report must be provided.

7. If you seek to file both a modification and enforcement petition, you must file separate petitions for each.

8. If you seek to modify/enforce an Erie County Family Court Order you must state the **date** and **amount/terms** of that order.

9. If you seek to modify or enforce an order pertaining to an order of a Family Court other than Erie County, you must provide a copy of that order.

10. All violation and enforcement of support petitions filed must state a **specific dollar amount** of alleged arrears or a **specific time frame** of alleged non-payment.

11. Petitions for modification must include a description of the "change of circumstances".

12. Custody/Visitation petitions must state why it would be in the "best interest" of the child(ren) to have custody/visitation awarded to Petitioner.

13. Support and custody/visitation petitions must state whether parties were married, an order of filiation has been entered, or an acknowledgment of paternity has been entered. If an acknowledgment of paternity was signed, a copy of it must be attached to the petition, copies can be obtained through the city/town hall where the child was born. If parties were not married, paternity must be established before the issue of support or custody/visitation can be determined.

14. All questions must be answered. If the question does not apply state "N/A".

15. A pre-court questionnaire must be completely filled out for each respondent. **DO NOT COPY**

Children will not be permitted in Petition Processing or Courtrooms. Please make arrangements for the care of your child(ren) while you are in Family Court. The YWCA Children's Center located on the first floor of One Niagara Plaza will provide free day care during court hours for court business only on a first come first served basis.