

Nassau County Matrimonial Center

Notice of Motion checklist

If you are submitting a motion on notice to be calendared by the Clerk's Office, please be aware of the following requirements. Failure to follow the above guidelines may result in either rejection by the Clerk's Office or denial of the motion by the court.

- The motion must have a return date for calendaring purposes.**
- The motion must have proof of service - either an affidavit of service or a signed acknowledgment of service (name must be printed below such signature).**
- The motion must have proof of payment of the motion fee with the County Clerk (attach recording sheet showing payment)**
- All affidavits must be properly notarized.**
- All affidavits/affirmations should be originals (if not an explanation is required why copies should be accepted)**
- All exhibits should be attached which you want the court to consider.**
- All motions should have a legal back showing the name, address, phone and fax information of the submitting party or attorney.**
- If the motion is the first paper filed in the court on a new case - it requires a signed Request for Judicial Intervention ("RJI") - together with proof of payment of the required fee (attach County Clerk recording page) and proof of service on the other side. (If there is another pending matter or a previously disposed case in Supreme Court that is related - enter the case name and index number in the appropriate area on page two of the RJI). **The matrimonial addendum form is required to be completed and attached to the RJI to assist with any needed Registry Checks.****
- If the motion asks for the payment of maintenance, child support or attorney fees - please be aware that a sworn statement of net worth should be submitted as part of the motion per Uniform Rule 202.16 (k) (2).**

IMPORTANT: IF YOU ARE SEEKING CUSTODY OR VISITATION - YOU MUST SUBMIT A COMPLETED RJI MATRIMONIAL ADDENDUM OR DATABASE REVIEW INFORMATION SHEET WITH YOUR OSC