

Nassau County Matrimonial Center Order to Show Cause checklist

If you are submitting an Order to Show Cause (“OSC”) to be reviewed 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 OSC 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 OSC’s should have a legal back showing the name, address, phone and fax information of the submitting party or attorney.** (Chambers will fax a conformed copy upon signature - if you want to pick up or have copy mailed to you - please alert the Clerk’s Office as to this when submitting your papers)
- If the OSC 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 OSC asks for the payment of maintenance, child support or attorney fees** (*except attorney fees to enforce a prior order pursuant to DRL§ 237 (c) or 238*) - 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).
- If the OSC seeks a stay or Temporary Restraining Order (“TRO”), you will need to comply with Uniform Rule 202.7 as to providing prior notice of your application** (*see notice*).

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