

SUPREME COURT, QUEENS COUNTY

Matrimonial Office-Rm. 140

88-11 Sutphin Blvd.

Jamaica, N.Y. 11435

Instructions for filing an Amended Judgment

- 1) A new proposed Amended Judgment must be prepared. This Amended Judgment must be the same as the original judgment, except for the portion that is being amended. It must state that it is an Amended Judgment. Please leave the dates blank, as the Court will fill them in.
- 2) The proposed Amended Judgment and notice of settlement form must be served on notice to the former spouse. A notarized affidavit of service must be provided to the court.
- 3) There must be a notarized affidavit as to why the judgment needs to be amended.
- 4) A copy of the original judgment must be included with the submission.
- 5) There is a \$45 fee. This must be paid in the County Clerk, room 106, before submission to Matrimonial Office.

Instructions: FILL IN THE NAMES OF THE PARTIES AND THE INDEX NUMBER. COMPLETE THE BLANK SPACES NEXT TO THE INSTRUCTIONS PRINTED IN BOLD TYPE. PRINT AND USE BLACK INK ONLY. SIGN YOUR NAME IN THE PRESENCE OF A NOTARY PUBLIC.

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF QUEENS

-----X

[FILL IN NAME(S)] Plaintiff(s)

Index No.

_____/____

VS

AFFIDAVIT IN SUPPORT
OF AMENDING A JUDGMENT

[FILL IN NAME(S)] Defendant(s)

-----X

STATE OF NEW YORK
COUNTY OF _____ [COUNTY WHERE NOTARIZED] ss:

_____ [YOUR NAME], being duly sworn, deposes and says:

1. I am the plaintiff/defendant [CIRCLE ONE], in this action. I make this affidavit in support of my motion for an order [STATE WHAT CHANGES YOU NEED TO BE MADE TO THE JUDGMENT.] _____

2. I believe the Court should grant my motion because [EXPLAIN YOUR REASONS, USE ADDITIONAL PAPER IF NECESSARY.] _____

3. No prior application has been made for the relief sought herein except [LIST ALL PRIOR REQUESTS FOR THE SAME RELIEF MADE IN THIS OR ANY OTHER COURT AND THE RESULTS OF THOSE APPLICATIONS. USE ADDITIONAL PAPER IF NECESSARY. IF NO PRIOR REQUESTS HAVE BEEN MADE, STATE "None"] _____

WHEREFORE, I respectfully request that this motion be granted, and that I have such other and further relief as the Court may find to be just and proper.

(Sign your name in the presence of a notary public)

(Print your name)

Sworn to before me this
__ day of ____, 200__

(NOTARY PUBLIC)

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF QUEENS

_____ X

(Fill in name(s)) Plaintiff(s)/Petitioner(s)

- against -

Index Number

_____ / _____

Affidavit of Service

(Fill in name(s)) Defendant(s)/Respondant(s)

_____ X

STATE OF NEW YORK
COUNTY OF _____ SS:

I, _____ being duly sworn says:(NAME OF PERSON WHO SERVES PAPERS) I am not a party to the action, am over 18 years of age And reside at _____ (ADDRESS OF PERSON SERVING PAPERS). On _____, 20____ (DATE OF SERVICE), I served a true copy of the following papers, _____ (IDENTIFY THE PAPERS SERVED) which are attached to this affidavit, in the following manner: [CHECK ONE]

_____ By personally delivering the papers to: _____ [PERSON SERVED] at [ADDRESS] _____

PERSONAL SERVICE The individual I served had the following characteristics: [FILL IN]

_____ Male _____ Female _____ Skin Color _____ Hair Color

_____ 21-34 yrs. _____ 35-50 yrs. _____ 51-61 yrs. _____ Over 61

_____ 120-150 lbs. _____ 151-181 lbs. _____ Over 182 lbs.

Approximate height _____

Other distinguishing features _____

_____ By mailing the same in a sealed envelope, with postage prepaid
MAIL thereon, in a post-office or official depository of the U.S. Postal Service within the
State of New York, addressed to the last-known address of the addressee(s) as
indicated below:

_____ By depositing the same with an overnight delivery service in a wrapper properly
OVERNIGHT addressed. Said delivery was made prior to the latest time designated by the
DELIVERY overnight delivery service for overnight delivery.
SERVICE The delivery service used was _____ The
name(s) and address(es) of person(s) served are indicated below:

Name(s) and address(es) of Person(s) served:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

[SIGN NAME] Before a Notary

[PRINT NAME]

Sworn to before me this
____ day of _____, 20__.

Notary Public