

New York State Unified Court System

nycourts.gov

Notice of Petition for Judgment Directing Repairs

[Real Property Actions and Proceedings Law Article 7-D]

UCS-LT12A (11/2023)
Page 1 of 2

nycourthelp.gov

Cou	rt	
County of		ı
		Index Number:
Petitioner (tenants applying for a judgment directing repairs)		
-against-		
Respondent (landlord, own for maintaining the property)		
make repairs to the follow		i judgment directing you to
Go to Court o	n (The court will complete this section.)
Date	e:/	
Time	e:; □AM □PM	
Court addres	s:	
Courtroom	#:	
How to Respond to the	e Petition	
-	e petition is called an answer.	
2. An answer tells your	side of the case and gives the legal real laims made by the tenant(s). These legal	• •
3. You must give your a	answer to the court on or before your firs	st court date.
 There are two ways: Put your answe OR 	you can give your answer to the court: er in writing	
2) State your answ	ver in court	
in your answer or if you do	nt not let you use a defense to support your on't go to court on your court date. Even ne to court on your court date.	<u>=</u>
Petitioner is serving this n	otice along with the petition on the fo	ollowing respondents:
Name	Addres	S

ndex	Number:	

Date

Name	Address	

Instructions to Petitioner

Your papers must be filed with the court and a filing fee must be paid before you can serve your papers on each respondent.

If you cannot afford to pay the filing fee, you can ask the court to waive the fee by completing and filing a fee waiver application (see #6 below).

Bring the original and **two** copies of the following completed papers to court:

- 1. Notice of Petition for Judgment Directing Repairs [UCS-LT12A]
- 2. Petition for Judgment Directing Repairs [UCS-LT12B]
- 3. Petitioner Information Addendum [UCS-LT12D], if applicable
- 4. Respondent Information Addendum [UCS-LT12E], if applicable
- 5. Supporting papers, if any
- 6. Affirmation in Support of Application to Waive Court Fees and Costs [UCS-FW1], if applicable

Lawyer/Court Endorsement

Your lawyer or the court must sign this form before you can serve your papers on each respondent.

- If you have a lawyer, complete **Section A** and have your lawyer sign it before bringing your papers to court.
- If you do not have a lawyer, bring your papers to court, and a judge or court clerk will complete and sign **Section B**.

Serve Papers

Signature of □Judge

Serve copies of your papers on each respondent in the case.

□Clerk

You must file proof with the court that you served your papers on each respondent. You may use the following form to provide proof of service: Affirmation of Service – Proceeding for Judgment to Direct Repairs [UCS-LT12G]

See https://www.nycourts.gov/CourtHelp/GoingToCourt/service.shtml for information on how to serve court papers.

Section A – Lawyer Endorse	ement					
I assisted the petitioner with their paperwork: □Yes □No I will represent the petitioner in court: □Yes □No						
				/	/	
Lawyer's Signature	Lawyer's Name			Date		
				()	-	
Business Address				Phone		
Section B – Court Endorsen	nent					
				/_		

Judge/Clerk Name