

# NOTICE FOR FILING POOR PERSONS APPLICATIONS

(Effective March 2015)

**Please be advised that individuals filing poor persons applications must be prepared to document such requests with a copy of at least one of the following:**

**Social Security Income statement  
Public Assistance budget print-out  
Three (3) most recent paystubs  
Unemployment benefit statement  
Social Security Disability statement  
Other award/benefit letter**

**If another person is providing support for you, provide a *sworn notarized* statement from that individual.**

**If none of the above are available, detail such extenuating circumstances in your affidavit.**

***A copy of a New York State Benefit ID card alone is not sufficient***

**Insufficiently documented applications will be denied with leave to renew/reapply upon proper papers.**

**\*\* Please redact/cross out Social Security numbers, (except for the last four digits), Birth dates (except for the year), The full name of a minor (except for initials) and Bank account/credit/debit card numbers (except for the last four digits) from your supporting papers.**

*Hon. Jeremy S. Weinstein  
Administrative Judge, Civil Term  
Eleventh Judicial District*