

**SUPREME COURT, CIVIL BRANCH
QUEENS COUNTY**

SELF-REPRESENTED INFORMATION OFFICE

**REQUIREMENTS FOR ORDER CONFIRMING REFEREE'S REPORT OF SALE AND
FOR DISTRIBUTION OF SURPLUS MONIES**

1. Use the same caption and index number as on the Judgment of Foreclosure and Sale.
2. You must obtain a Certificate of Claims and Appearances and a Certificate of No Exceptions from the County Clerk, and submit these with your application.
3. You must obtain a Certificate of Deposit from the City of New York Department of Finance showing how money(including interest) is being held and submit the certificate with your application.
4. You must obtain a copy of the referee's report of sale from the County Clerk and submit it with your application.
5. If notices of claim and appearance were filed, you must obtain copies and proceed by motion on notice to those who filed the notices.
6. Once one order is signed and entered by the County Clerk you must obtain a certified copy of the order and file it with the City of New York Department of Finance. The Department of Finance will mail you a check for the money they are holding less their fee (currently 2%).