

SUPREME COURT CIVIL TERM
QUEENS COUNTY COURT HELP CENTER

**IT IS IN YOUR BEST INTEREST TO READ ALL ATTACHED
MATERIALS**

How to apply for a Poor Persons Order

1. All Persons applying for a poor person order must take their completed application to the Queens County Clerk Office, room 106, to receive an index number.
2. After you have received your index number, you must submit your papers to the proper department for a Judge's determination. (See Below)

If you are filing papers to :

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|--|---|
| A. Commence an Action: (start an action) | Proceed to room 140 Ex-parte Office |
| B. Commence a Special Proceeding
(Notice of Petition/Verified Petition) | Proceed to room 140 Motion Support |
| C. Notice of Motion | Proceed to room 140 Motion Support |
| D. Order to Show Cause | Proceed to room 140 Ex-parte Office |
| E. Divorce | Proceed to room 140 Matrimonial
Office |
| F Guardianship | Proceed to room 100 Window 1
Guardianship Office |

All Litigants are required to follow-up within one week of submission of the poor persons application. You may obtain a copy of the determination at the Office of the County Clerk Office, room 106, to obtain the Judge's determination.