

SELF-HELP CENTER

NOTICE OF PETITION CHECKLIST

When submitting a Notice of Petition and Petition, your papers should include:

- 1) Notice of Petition;
- 2) Supporting Petition (notarized);
- 3) Exhibits, if any;
- 4) Proper Proof of Service;
- 5) Completed Litigation Cover (Blueback);
- 6) Proof of Proper Index Number (There is a \$210 fee paid either by cash or money order;
- 7) Proof of filing of Notice of Petition and Petition with County Clerk's Office;
- 8) Original RJI with two (2) copies and \$95.00 cash or money order (RJI fee).