

## 7-D Action Unrepresented Tenant Clinic

### General

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Lawyer's Name who is helping complete application: \_\_\_\_\_

### Court Information

Which Court is this in?

\_\_\_\_\_ Court

County of \_\_\_\_\_

Court Address: \_\_\_\_\_

### Property at Issue

Residential Address \_\_\_\_\_

Property Type:    Single-Family       multi-family (2-4 units)       apartment building (4+)

Is there a related (Eviction) Case pending?       Yes       No

If yes, Index No: \_\_\_\_\_       Next Court Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Monthly Rent \$ \_\_\_\_\_

I am asking the court to (check all that apply):

☐ Order the respondents to repair the above stated conditions

☐ Order the respondents to reduce future rent to \$ \_\_\_\_\_ per month until the requested repairs are made

☐ Award the petitioners \$ \_\_\_\_\_ due to the difference between the rent paid and the actual rental value of the property based upon its current condition

☐ Other (specify)

### Repairs that Need to be Made

Location	Conditions	Date Began

In support of my petition, I am attaching the following documents (check all that apply):

Pictures

Local Code Enforcement Report

Communications with Landlord

Other

### **Tenant Information**

Tenant #1 Name \_\_\_\_\_

Tenant #1 Mailing Address: \_\_\_\_\_

Tenant #1 Phone \_\_\_\_\_

Tenant #1 Move-in Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Tenant #2 Name* \_\_\_\_\_

*Tenant #2 Mailing Address:* \_\_\_\_\_

*Tenant #2 Phone* \_\_\_\_\_

*Tenant #2 Move-in Date:* \_\_\_\_/\_\_\_\_/\_\_\_\_

If additional Tenants, use supplemental pages

### **Respondent: Landlord/Property Manager Information**

Respondent #1 Name \_\_\_\_\_

Respondent #1 Address \_\_\_\_\_

Address Type (check all that apply):

- ☐ Personal Address                      ☐ Billing address for local property tax
- ☐ Business Address                      ☐ Address on rental registry

Role (check all that apply):

- ☐ Owner or part owner of the property
- ☐ Person or organization listed on state or local residential registration statement
- ☐ Public housing authority or government agency that owns/manages the property
- ☐ Other person or entity directly or indirectly in control of the property:
- ☐ Agent of the property owner
- ☐ Other (describe why you believe they are responsible):
- \_\_\_\_\_

*Respondent #2 Name* \_\_\_\_\_

*Respondent #2 Address* \_\_\_\_\_

Address Type (check all that apply):

- ☐ Personal Address                      ☐ Billing address for local property tax
- ☐ Business Address                      ☐ Address on rental registry

Role (check all that apply):

- ☐ Owner or part owner of the property
- ☐ Person or organization listed on state or local residential registration statement
- ☐ Public housing authority or government agency that owns/manages the property
- ☐ Other person or entity directly or indirectly in control of the property:
- ☐ Agent of the property owner
- ☐ Other (describe why you believe they are responsible):
- \_\_\_\_\_

**Notice of Petition for  
Judgment Directing Repairs****[Real Property Actions and Proceedings Law Article 7-D]**

UCS-LT12A (11/2023)

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[nycourthelp.gov](http://nycourthelp.gov)

\_\_\_\_\_ Court  
County of \_\_\_\_\_

**Petitioner** (tenants applying for a judgment directing repairs)  
-against-

**Respondent** (landlord, owner, and/or anyone legally responsible  
for maintaining the property)

**Index Number:**  
\_\_\_\_\_

**TO ALL RESPONDENTS:** The above tenants are suing you for a judgment directing you to make repairs to the following property.

Property Address: \_\_\_\_\_

**The reasons are given in the attached petition.**

**Go to Court on** (The court will complete this section.)



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_:\_\_\_\_ ☐AM ☐PM

Court address: \_\_\_\_\_

Courtroom #: \_\_\_\_\_

**How to Respond to the Petition**

1. Your response to the petition is called an answer.
2. An answer tells your side of the case and gives the legal reasons why you should not be responsible for the claims made by the tenant(s). These legal reasons are called defenses.
3. You must give your answer to the court on or before your first court date.
4. There are two ways you can give your answer to the court:
  - 1) Put your answer in writing
  - OR
  - 2) State your answer in court

**Warning!** The judge might not let you use a defense to support your case if you don't include it in your answer or if you don't go to court on your court date. Even if you give an answer in writing, you still must come to court on your court date.

**Petitioner is serving this notice along with the petition on the following respondents:**

Name	Address



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**

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

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 Endorsement**

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
VLPCNY, 221 S. Warren St., STE 200, Syracuse, NY 13202		( 315 ) 471 - 3409
Business Address		Phone

**Section B – Court Endorsement**

_____ Signature of <input type="checkbox"/> Judge <input type="checkbox"/> Clerk	_____ Judge/Clerk Name	_____/_____/_____ Date
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**Petition for Judgment Directing Repairs**  
[Real Property Actions and Proceedings Law Article 7-D]UCS-LT12B (11/2023)  
Page 1 of 5  
[nycourthelp.gov](http://nycourthelp.gov)\_\_\_\_\_  
Court  
County of \_\_\_\_\_\_\_\_\_\_  
**Petitioner** (tenants applying for a judgment directing repairs)  
-against-\_\_\_\_\_  
**Respondent** (landlord, owner, and/or anyone legally responsible  
for maintaining the property)**Index Number:**  
\_\_\_\_\_**Filing Requirements**

- You must be a tenant living at the rental property for at least 30 days in a row.
- You must have a lease or other type of agreement to live there.

I/We state under the penalties of perjury (intentionally making a false statement), which may include a fine or imprisonment, that the following is true:

- I am a tenant living at the rental property listed below.
- I have lived there for at least 30 consecutive days.
- I have a lease or other type of agreement to live there.

**Residential Property Information**

Property Address: \_\_\_\_\_

Property Type: ☐ single-family (1 unit) ☐ multi-family (2-4 units) ☐ apartment building (more than 4 units)**Tenant (Petitioner/Applicant) Information**

One or more tenants living in the rental property can make the application for repairs.

**NOTE:** If more space is needed, use Petitioner Information Addendum [UCS-LT12D].

1.	Tenant Name:	Mailing Address:	Phone (optional):	Move-in Date: ____/____/____
Is there a related case, including an eviction, pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please give: Index Number _____ Next Court Date ____/____/____				
2.	Tenant Name:	Mailing Address:	Phone (optional):	Move-in Date: ____/____/____
Is there a related case, including an eviction, pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please give: Index Number _____ Next Court Date ____/____/____				
3.	Tenant Name:	Mailing Address:	Phone (optional):	Move-in Date: ____/____/____
Is there a related case, including an eviction, pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please give: Index Number _____ Next Court Date ____/____/____				
4.	Tenant Name:	Mailing Address:	Phone (optional):	Move-in Date: ____/____/____
Is there a related case, including an eviction, pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please give: Index Number _____ Next Court Date ____/____/____				

ADA Accommodations  
[ada@nycourts.gov](mailto:ada@nycourts.gov)Spoken or Sign Language Interpreters  
[interpreter@nycourts.gov](mailto:interpreter@nycourts.gov)1-800-COURT-NY  
(268-7869)

**Respondent Information****Who can you sue (name as a respondent) to make repairs?**

- A respondent can be a natural person, business, or organization.
- You can name more than one respondent in this application. For each additional respondent, complete a Respondent Information Addendum [UCS-LT12E].
- Anyone who is legally responsible for maintaining the living conditions of the above property can be a respondent. That includes but is not limited to:
  - Owner or part owner of the property, usually the landlord
  - Mortgagee – holder of the mortgage loan for the property, usually a bank
  - Vendee in possession – someone who bought the property on credit and is currently in control of the property
  - Assignee of rents – someone who has been given the right to collect rent on the property, could be a property manager or another designated person
  - Receiver – a person appointed by a court to take control of the property temporarily
  - **Exception:** In this type of proceeding, you cannot sue a receiver appointed under [Multiple Dwelling Law Section 309](#) where the property is deemed a public nuisance or poses a significant risk to the health, safety, or welfare of its occupants.
  - Executor – someone named in a deceased property owner's will to carry out their wishes regarding the property
  - Trustee – someone responsible for managing the property for the benefit of another
  - Lessee – someone who is renting or leasing the property from the property owner
  - Agent – someone who is authorized to act on behalf of the property owner

**The respondents in this case are:**

For each additional respondent, complete a Respondent Information Addendum [UCS-LT12E]

**Respondent #1**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address Type (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Personal Address | <input type="checkbox"/> Billing address for local property tax |
| <input type="checkbox"/> Business Address | <input type="checkbox"/> Address on rental registry             |

Role (check all that apply):

- ☐ Owner or part owner of the property
- ☐ Person or organization listed on state or local residential registration statement
- ☐ Public housing authority or government agency that owns/manages the property
- ☐ Other person or entity directly or indirectly in control of the property:
  - ☐ Mortgagee (lender)
  - ☐ Vendee in possession
  - ☐ Assignee of rents
  - ☐ Receiver (attach court order appointing receiver if one is available)
  - ☐ Executor
  - ☐ Trustee
  - ☐ Lessee
  - ☐ Agent of the property owner
  - ☐ Other (describe why you believe they are responsible):



**Facts of the Case**

1. What is your monthly rent?    \$\_\_\_\_\_
2. Describe the conditions that are dangerous, hazardous, or harmful to your life, health, or safety. These conditions cannot be caused by your wrongdoing or the wrongdoing of any person you allowed on the property [see [Real Property Law Section 235-b](#)]. You may also include any other conditions that violate state or local housing codes or standards.

Location

Conditions

When Began

In support of my petition, I am attaching the following documents (check all that apply):

Pictures

Local Code Enforcement Report

Communications with Landlord

Other

**I am asking the court to (check all that apply):**

- ☐ Order the respondents to repair the above stated conditions
- ☐ Order the respondents to reduce future rent to \$\_\_\_\_\_ per month until the requested repairs are made
- ☐ Award the petitioners \$\_\_\_\_\_ due to the difference between the rent paid and the actual rental value of the property based upon its current condition
- ☐ Other (specify)

**The court may grant any other relief that is just and proper.**

**VERIFICATION**

If more than one petitioner (tenant) is making this application, each petitioner must sign a verification in front of a notary public (see next page for Additional Verification form).

STATE OF NEW YORK

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being duly sworn, states the following:

1. I am the petitioner in this case.
  2. I have read my application for a judgment directing repairs under Real Property Actions and Proceedings Law Article 7-D, and I know what it says.
  3. The information in my application is true, accurate, and complete to the best of my knowledge and belief, except as to matters alleged on information and belief, and that as to those matters I believe them to be true.
- I affirm this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

~~Sworn to before me this \_\_\_\_\_~~  
~~day of \_\_\_\_\_, 20\_\_\_\_\_~~

\_\_\_\_\_  
 Notary Public

\_\_\_\_\_  
 Signature of Petitioner

If more than one petitioner (tenant) is making this application, each petitioner must sign a verification in front of a notary public. Make as many copies of this page as needed.

**ADDITIONAL VERIFICATION**

STATE OF NEW YORK, COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being duly sworn, states the following:

1. I am the petitioner in this case.
  2. I have read my application for a judgment directing repairs under Real Property Actions and Proceedings Law Article 7-D, and I know what it says.
  3. The information in my application is true, accurate, and complete to the best of my knowledge and belief, except as to matters alleged on information and belief, and that as to those matters I believe them to be true.
- I affirm this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

~~Sworn to before me this \_\_\_\_\_~~  
~~day of \_\_\_\_\_, 20\_\_\_\_\_.~~

\_\_\_\_\_  
\_ Notary Public\_\_\_\_\_  
Signature of Petitioner**ADDITIONAL VERIFICATION**

STATE OF NEW YORK, COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being duly sworn, states the following:

1. I am the petitioner in this case.
  2. I have read my application for a judgment directing repairs under Real Property Actions and Proceedings Law Article 7-D, and I know what it says.
  3. The information in my application is true, accurate, and complete to the best of my knowledge and belief, except as to matters alleged on information and belief, and that as to those matters I believe them to be true.
- I affirm this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

~~Sworn to before me this \_\_\_\_\_~~  
~~day of \_\_\_\_\_, 20\_\_\_\_\_.~~

\_\_\_\_\_  
Notary Public\_\_\_\_\_  
Signature of Petitioner



**Respondent Information Addendum**  
[Real Property Actions and Proceedings Law Article 7-D]

UCS-LT12E (11/2023)

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\_\_\_\_\_ Court

County of \_\_\_\_\_

**Petitioner** (tenants applying for a judgment directing repairs)  
-against-

**Respondent** (landlord, owner, and/or anyone legally responsible  
for maintaining the property)

**Index Number:**

\_\_\_\_\_

For each additional respondent, complete this form and number the respondents in a sequential order. Make as many copies of this page as needed.

**Respondent #** 2

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address Type (check all that apply):

☐ Personal Address

☐ Billing address for local property tax

☐ Business Address

☐ Address on rental registry

Role (check all that apply):

☐ Owner or part owner of the property

☐ Person or organization listed on state or local residential registration statement

☐ Public housing authority or government agency that owns/manages the property

☐ Other person or entity directly or indirectly in control of the property:

☐ Mortgagee (lender)

☐ Vendee in possession

☐ Assignee of rents

☐ Receiver (attach court order appointing receiver if one is available)

☐ Executor

☐ Trustee

☐ Lessee

☐ Agent of the property owner

☐ Other (describe why you believe they are responsible):

\_\_\_\_\_



**Application to Waive Court  
Costs, Fees, and Expenses**

UCS-FW1 (01/2025)

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\_\_\_\_ Court

County of \_\_\_\_\_

In the matter of:

**Plaintiff/Petitioner** (party bringing case) or **Subject of Proceeding**  
-against-\_\_\_\_\_  
**Defendant/Respondent** (opposing party; if none, leave blank)Index/File Number:  
\_\_\_\_\_

Applicant states the following:

1. I am a party in this case.
2. I am not represented by a lawyer.
3. I live at the following address: \_\_\_\_\_.
4. I have the following assets (check all that apply):

<input type="checkbox"/> Income	Source: <input type="checkbox"/> Wages <input type="checkbox"/> Spousal Support <input type="checkbox"/> Social Security/SSI/SSID <input type="checkbox"/> Other (specify): _____	Monthly Amount: \$ _____ \$ _____ \$ _____ \$ _____
<input type="checkbox"/> Bank Account(s)	Type: <input type="checkbox"/> Checking Account(s) <input type="checkbox"/> Savings Accounts(s)	Current Total Balance: \$ _____ \$ _____
<input type="checkbox"/> Cash, Bonds, Securities, and Other Investments	Type: <input type="checkbox"/> Cash <input type="checkbox"/> Bonds <input type="checkbox"/> Securities <input type="checkbox"/> Other (specify): _____	Current Total Balance: \$ _____ \$ _____ \$ _____ \$ _____
<input type="checkbox"/> Real Estate	Address(es): _____	Total Estimated Market Value: \$ _____
<input type="checkbox"/> Vehicles	Type:  Make _____ Model _____ Year: _____ Make _____ Model _____ Year: _____ Make _____ Model _____ Year: _____ Make _____ Model _____ Year: _____	Estimated Market Value (minus any unpaid loan amount): \$ _____ \$ _____ \$ _____ \$ _____



## 5. My estimated current monthly expenses are as follows (check all that apply):

<input type="checkbox"/> Housing	Type:	Monthly Amount:
	<input type="checkbox"/> Rent	\$ _____
	<input type="checkbox"/> Mortgage	\$ _____
	<input type="checkbox"/> Real property taxes	\$ _____
	<input type="checkbox"/> Homeowners' insurance	\$ _____
	<input type="checkbox"/> Homeowners' association/condominium fees, maintenance, and repairs	\$ _____
<input type="checkbox"/> Utilities	Include internet, phone, water, gas, electric service, and heating	Monthly amount: \$ _____
<input type="checkbox"/> Other	Type:	Monthly amount:
	<input type="checkbox"/> Out-of-pocket medical or dental expenses	\$ _____
	<input type="checkbox"/> Health insurance premiums	\$ _____
	<input type="checkbox"/> Child support payments	\$ _____
	<input type="checkbox"/> Transportation (including public transportation fares, insurance, car loan payments, gas)	\$ _____
	<input type="checkbox"/> Spousal support payments (also known as alimony)	\$ _____
	<input type="checkbox"/> Education	\$ _____
	<input type="checkbox"/> Childcare	\$ _____
	<input type="checkbox"/> Other (specify): _____	\$ _____

6. I am responsible for financially supporting other people (check one): ☐ Yes or ☐ No

If yes, list each dependent's age and provide details about your relationship with each dependent.

**NOTE:** Do not include dependents' names or dates of birth.

Age	Relationship

## 7. I have no other income, savings, real property, or assets other than those listed above.

## 8. I am unable to pay the court costs, fees, and expenses necessary to defend my rights in this case.

## 9. I cannot afford to hire an attorney to represent me in this case.

## 10. No one else who is able to pay the required court costs, fees, and expenses has a beneficial interest in the outcome of this case.

## 11. I intend to assert certain rights and defenses in this case, and I cannot proceed with my case unless this application is granted.

## 12. I request a court order waiving (check one):

☐ all court costs, fees, and expenses for this case☐ the court filing fee for a Notice of Appeal☐ other (specify): \_\_\_\_\_

13. I have already filed a Summons and Complaint, or Summons with Notice, or Notice of Petition, or Petition, or Order to Show Cause in this case (check one): ☐ Yes or ☐ No

If yes, you must:

- Serve this Application to Waive Court Costs, Fees, and Expenses [UCS-FW1] together with a Notice of Motion [UCS-FW2] on the:
  - Other parties in the case
  - Corporation Counsel (if filed in NYC)
  - County Attorney (if filed outside of NYC)
- File an Affirmation of Service [UCS-FW3] with the court

14. The facts of my case are (check one):

- ☐ explained in my attached papers (you must attach your complaint, petition, answer, or affidavit of facts).
- ☐ as follows (explain why you have a valid case):

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15. Check one of the following:

- ☐ I **have not** previously applied to waive the court costs, fees, and expenses in this case.
- ☐ I **have** previously applied to waive the court costs, fees, and expenses in this case, but I am applying again because: \_\_\_\_\_

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I affirm this \_\_\_\_\_ day of \_\_\_\_\_, **20**\_\_\_\_, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Print Name**

**Note:** You may be asked to provide financial documents before the judge makes a decision – for example, bank statements, paystubs, etc. Before filing your application, contact the court and ask if you must submit any financial documents and/or if you are required to serve any other party.

**Order – Application to Waive  
Court Costs, Fees, and Expenses**

UCS-FW01(01/2025)

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\_\_\_\_ Court

County of \_\_\_\_\_

Present: Hon. \_\_\_\_\_

In the matter of:

\_\_\_\_\_  
**Plaintiff/Petitioner** (party bringing case) or **Subject of Proceeding**  
-against-\_\_\_\_\_  
**Defendant/Respondent** (opposing party; if none, leave blank)Index/File Number:  
\_\_\_\_\_

The court has read the attached application to waive court costs, fees, and expenses filed on  
\_\_\_\_/\_\_\_\_/\_\_\_\_ alleging that:

1. Applicant is unable to pay the court costs, fees, and expenses required to prosecute or defend the case or to maintain or respond to an appeal
2. There is no other person beneficially interested in the case
3. Applicant has a good cause of action or claim

and it is **ORDERED**, that the application is (check one):

☐ **GRANTED**, and the clerk of the court shall not charge the applicant for court costs, fees, or expenses in this case, including one certified copy of the judgment. Any recovery by judgment or settlement in favor of the applicant must be paid to the clerk of the court and await a court order for distribution.

☐ **GRANTED TO THE EXTENT** that the court costs, fees, and expenses related to this case are (check one):

☐ waived only with respect to (check one):

☐ the court filing fee for a Notice of Appeal

☐ other (specify): \_\_\_\_\_

☐ deferred until (check one):

☐ \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ an inventory of assets is filed under Uniform Rules for the Surrogate's Court 207.20

☐ a proposed decree or order is submitted

**NOTE:** If, by settlement or any other means, the applicant receives assets of more than \$\_\_\_\_\_, the court costs, fees, and expenses must be paid from the applicant's share of the estate before the proposed decree or order is signed.





- ☐ **DENIED**, and all applicable court costs, fees, and expenses must be paid by \_\_\_\_/\_\_\_\_/\_\_\_\_ (120 days from the date of this order) as required by section 1101 of the civil practice law rules. If not paid by such date, the case will be dismissed without further order of the court, and the clerk of the court shall close the file without further judicial action.
- ☐ **DECLINED** at this time because case papers are missing or need correction. If the following missing/corrected papers are filed with the court by \_\_\_\_/\_\_\_\_/\_\_\_\_, the court will reconsider the fee waiver application:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

If the missing/corrected papers ARE NOT filed with the court by \_\_\_\_/\_\_\_\_/\_\_\_\_, the fee waiver application will be denied without further court order, and all applicable court costs, fees, and expenses must be paid by \_\_\_\_/\_\_\_\_/\_\_\_\_ (120 days from the date the fee waiver application is denied) as required by section 1101 of the civil practice law rules. If not paid by \_\_\_\_/\_\_\_\_/\_\_\_\_ (120 days from the date the fee waiver application is denied), the case will be dismissed without further court order, and the clerk of the court will close the file without further judicial action.

**NOTE:** The case cannot proceed unless the above missing/corrected papers are filed with the court. Therefore, even if the court costs, fees, and expenses are paid, the case will be stricken from the court's calendar if the missing/corrected papers are not filed, and if the case is not restored within 1 year, it will be deemed abandoned and dismissed without costs under section 3404 of the civil practice law and rules.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
**Judge Signature**

**Index No.** \_\_\_\_\_

1. I am not a party to the action, am over 18 years of age and I live at:

\_\_\_\_\_ (signature)  
\_\_\_\_\_ (name)