

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

UCS-FW1 (01/2025)

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nycourthelp.gov

_____ Court

County of _____

In the matter of:

Plaintiff/Petitioner (party bringing the action or special 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):

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



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

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

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:

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.