

QUEENS SUPREME COURT

COURT HELP CENTER
MOTION CHECKLIST

When submitting a motion, your papers should include:

- 1) Notice of Motion**
- 2) Supporting Affidavit (Notarized)**
- 3) Exhibits, if any**
- 4) Proper proof of service**
- 5) Completed Litigation Cover (Blueback)**
- 6) Proof of Index Number from the Queens County Clerk including proof of proper filing of initiating papers**
- 7) Proof of prior filing of RJI**

OR

Original RJI together with two (2) copies and a \$95.00 cash or Postal money order payable to the Queens County Clerk (RJI fee)