



THE CITY OF NEW YORK  
**LAW DEPARTMENT**  
 100 CHURCH STREET, 4<sup>th</sup> Floor  
 NEW YORK, NY 10007

MICHAEL A. CARDOZO  
 Corporation Counsel

(212) 442-2418  
 (212) 676-2597

**PETITION TO ESTABLISH  
 SUPPORT or TO ESTABLISH  
 PATERNITY AND SUPPORT**

TO: \_\_\_\_\_

**\*ATTENTION PETITIONERS: INTERVIEWS ARE MONDAYS TO THURSDAYS. NO APPOINTMENTS ARE NECESSARY. IF YOU NEED A FRIDAY INTERVIEW, YOU MUST MAKE AN APPOINTMENT FOR A FRIDAY. PLEASE ARRIVE AT 9:00 A.M. IF YOU ARE NOT THERE BY 9:00 A.M., WE CANNOT GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW THAT DAY.**

**PLEASE BRING IN THE FOLLOWING CHECKED ITEMS**

- 1. Your pay stubs from the last three (3) pay periods. If you are self-employed, bring in your most recently completed State and Federal Tax return. If you receive unemployment benefits, disability, SSI, or any other fixed income benefit, bring copies of your last 3 check stubs. If you do not receive any income and someone else is financially supporting you and helping you with expenses, bring in three of that person's most recent pay stubs and a notarized letter stating that he or she is assisting you with expenses. If there are child care expenses bring in notarized letter from child care provider setting forth hours of care and fees.
- 2. Child (ren's) Birth Certificate(s) and Social Security number(s). **NOTE: FOR CASES FILED TO NORTH CAROLINA, THE BIRTH CERTIFICATE MUST BE A CERTIFIED ORIGINAL.**
- 3. Social Security number of person from whom you are seeking support.
- 4. Your marriage certificate (if not divorced).
- 5. If divorced from anyone, one (1) copy of divorce judgment with all attachments.
- 6. One (1) certified copy of all orders of support to be registered plus one (1) uncertified copy. If you have a judgment of divorce you must include one certified copy of the judgment together with the findings of fact and conclusions of law. Orders can be obtained by the court in which they were issued.
- 7. Copies of all prior orders.
- 8. Acknowledgment or order of paternity
- 9. A picture of person from whom you are seeking support, if available.
- 10. Other \_\_\_\_\_

You must provide the **CURRENT HOME OR WORK ADDRESS** for the person from whom you are seeking support. Bring with you any additional documentation that may be important to this proceeding. It is your responsibility to provide Corporation Counsel with any and all documents that may be needed for the proper filing and prosecution of your case.