

Going to Family Court? Don't Forget Your Paperwork!



When you begin a case in a New York Family Court, the Court will ask you for things like your ID and other paperwork. This paperwork is not required – but the more you have with you, the better. Use this chart to see what paperwork to bring.

		TYPE OF CASE					
		Paternity	Child Support	Custody	Visitation	Orders of Protection	Guardianship
WHAT TO BRING	Valid government issued photo ID (Drivers License, Visa, Green card, etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Acknowledgment of Paternity*, Order of Filiation*, and/or Birth Certificate* (when there is a child in common)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Divorce Decree* (Judgment & Findings of Fact/Conclusions of Law)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Domestic Partner Certificate* (if applicable)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Police Report(s)* (if applicable)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	A list of the places and names of persons the child has lived with for the last 5 years			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Death Certificate* (if applicable)			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
	Address History for the last 28 years						<input checked="" type="checkbox"/>
	Fingerprints (can be done at the courthouse)						<input checked="" type="checkbox"/>
	If the child is 14 years or older, he/she must be present or provide consent						<input checked="" type="checkbox"/>

* Means that the document must be a Certified Copy

NOTE: If the court order you need for your case is from a state other than New York, you need to **register that order in a New York Family Court**. To register an order, bring 3 Certified Copies of the original order. If the order is not in English, it should be translated into English by a certified translator.

Going to Family Court?



Be prepared with some basic tips from Legal Information for Families Today (LIFT):

- The Family Court doors open at 8:30 am.
- The Family Courts can be very busy. Try to get to the petition room as early in the day as possible.
- We suggest bringing activities for yourself and your family members in case you need to wait.
- The Family Courts close at 5:00 pm. Judges leave their court rooms (called “court parts”) at 4:30 pm.
- Bring a pen and paper.
- Bring a calendar.
- Bring all the paperwork you need for your case.
- Get free help from LIFT:
 - Inside the Bronx, Brooklyn, Manhattan, and Queens Family Courthouse lobbies, petition rooms, and Help Centers.
 - Call 212-343-1122 or email at www.LIFThotline.org
 - Visit www.LIFTonline.org
 - Stop by LIFT’s office for one-on-one legal information and support if you have or are starting a child support, custody, or visitation case. We are located around the corner from Manhattan Family Court at 350 Broadway, Room 501 in Manhattan.

