

At I.A.S. Part ____ of the Supreme Court of
the State of New York, held in and for the County
of Richmond, at the Courthouse thereof, 26 Central
Avenue, Staten Island, N.Y.,
on the _____ day of, _____ 20____

PRESENT: HON. _____
Justice of the Supreme Court

Plaintiff(s)/Petitioner(s),

Index Number

- against-

ORDER TO SHOW CAUSE IN
CIVIL ACTION

Defendant(s)/Respondent(s).

Upon reading and filing the Summons and Complaint/Summons With Notice [circle one],
filed the _____ day of, _____ 20 _____, and the affidavit in support of
_____, sworn to the _____ day of, _____ 20 _____, and
The exhibits attached thereto, namely

Let the party or attorney in opposition show cause at I.A.S. Part, _____ Room _____, of
this Court, to be held at the Courthouse, 26 Central Avenue, Staten Island, N.Y., on the
_____ day of _____ 20 _____, at _____ o'clock in the _____ or as soon as the
parties to this proceeding may be heard why an order should not be issued, providing the
following relief

and such other and further relief as may to the court seem just and proper, for the reasons that

Sufficient cause appearing therefor, let personal service of a copy of this order, the affidavit in support, and all other papers upon which this order is granted upon the attorneys for all parties and all unrepresented parties who have appeared in this action on or before the _____ day of _____, 2019 _____ be deemed good and sufficient. An affidavit or other proof of service shall be presented to this Court on the return date fixed above.

ENTER

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF RICHMOND

Plaintiff(s)/Petitioner(s),

Index Number

- against-

AFFIDAVIT IN SUPPORT

Defendant(s)/Respondent(s).

, being duly sworn,

deposes and says:

1. I am the _____ in this matter. I make this affidavit in support of this motion for an order granting to following relief:

2. I believe the Court should grant the relief sought [this motion] because

3, A prior application been made for the relief now requested

WHEREFORE, I respectfully request that this motion be granted, and that I have such other and further relief as may **be just** and proper.

Sworn to before me this

_____ day of _____, 20_____

[sign your name before a Notary]

Notary Public

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF RICHMOND

Plaintiff(s)/Petitioner(s), **Index Number**

- against-

Defendant(s)/Respondent(s).

AFFIDEAVIT OF SERVICE AFTER
COMMENCEMENT OF LITIGATION

I, _____,
being duly sworn, depose and say:
I am over 18 years of age and am not a party to this case.
I reside at _____
On _____, at _____,
I served a true copy of the **following papers** _____,
in the following manner :

- ☐ **Personal Service** By personally delivering the papers to _____ at _____
- The individual I served had the following characteristics**
- | Sex | Height | Weight | Age |
|---------------------------------|--------------------------------------|---|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> Under 5' | <input type="checkbox"/> Under 100 lbs. | <input type="checkbox"/> 21 - 34 years |
| <input type="checkbox"/> Female | <input type="checkbox"/> 5'0" - 5'3" | <input type="checkbox"/> 100 - 130 lbs. | <input type="checkbox"/> 35 - 50 years |
| | <input type="checkbox"/> 5'4" - 5'8" | <input type="checkbox"/> 131 - 160 lbs. | <input type="checkbox"/> 51 - 61 years |
| | <input type="checkbox"/> 5'9" - 6'0" | <input type="checkbox"/> 161 - 200 lbs. | <input type="checkbox"/> Over 61 years |
| | <input type="checkbox"/> Over 6' | <input type="checkbox"/> Over 200 lbs. | |
- Color of skin _____
Hair color _____
Other identifying features, if any: _____
- ☐ **Mail** By mailing the same in a sealed envelope, with postage prepaid thereon, in a post office or official depository of the U.S. Postal Service within the State of New York, addressed to the last-known address of the addressee(s) indicated below:
- ☐ **Overnight Delivery Service** By depositing the same with an overnight delivery service in a wrapper properly addressed. Said delivery was made prior to the latest time designated by the overnight delivery service for overnight delivery. The delivery service used was _____

Sworn to before me this _____ day of _____, 20____

[sign your name before a Notary]

Notary Public