

## Order to Show Cause in a Civil Action with Temporary Restraining Order (T.R.O) (Form 3)

### Order to Show Cause

- [1. Index No. & Year]** Insert Index Number & the year it was purchased
- [2. Fill in name(s)]** Fill in the Plaintiff name
- [3. Fill in name(s)]** Fill in the Defendant name
- [4. Your name(s)]** Your name
- [5. Date the Affidavit notarized]** Insert the date that you signed the affidavit before a notary public
- [6. Identify other supporting papers, such as, additional affidavits]** List the other supporting papers including the Arbitration Award and additional affidavits and exhibits.
- [7. Describe what you are asking the Court to do]** Describe what you are asking the court to do.
- [8. Describe the reasons your request should be granted]** State the grounds for your demands.
- [9. State what you want the Court to stay/stop]** State the actions of the other party that you are requesting the court order the other party stop doing

### Affidavit in Support

- [10. Index No. & Year]** Insert Index Number & the year it was purchased
- [11. Fill in name(s)]** Fill in the Plaintiff name
- [12. Fill in name(s)]** Fill in the Defendant name
- [13. Your name(s)]** Your name
- [14. Circle One]** Circle your party status, plaintiff or defendant
- [15. Describe what you are asking the Court to do and why your should be granted the immediate relief]** Describe your request.
- [16. Explain your reasons. Attach additional pages if necessary]** Describe all facts, events, actions and decisions.
- [17. State the nature of the action or activity sought to be restrained.]** State what the other party is doing and what must be stopped.
- [18. State the reasons- specifically why the order needs to be immediately granted.]** Describe why you are asking for a stay
- [19. Check that a prior application has been made only if you are seeking the same relief again]** This item requires that you check a box, either that you are asking for new relief or that you have previously asked for the same relief.
- [20. What Court, when, who made the application, the result of the application, attach a copies of the application and explain why you are making another application.]** If you are asking for the same relief, state why.
- [21. Sign your name before a notary public]** Signature
- [22. Print Your Name]** Print your Name
- [23. Affidavit must be notarized.]** Sign affidavit before a notary public

Litigation Back (Last page of entire packet)

- [24. Index No. & Year]** Insert Index Number & the year it was purchased
- [25. Fill in name(s)]** Fill in the Plaintiff name
- [26. Fill in name(s)]** Fill in the Defendant name
- [27. Insert name(s) of papers submitted]** Put the Names of all of the papers
- [28. YOUR SIGNATURE]** Signature
- [29. PRINT YOUR NAME]** Your name
- [30. YOUR ADDRESS]** Your address
- [31. CITY, STATE ZIP CODE]** City State and Zip Code
- [32. YOUR PHONE NUMBER]** Your telephone Number