

[Fill in the spaces next to the instructions. Other spaces are for Court use.]

At a(an) IAS/Special Term Part ___
of the Supreme Court of the State
of New York, held in and for the
County of Nassau, at the
Courthouse thereof, located at
100 Supreme Court Drive,
Mineola, New York on the ___ day
of 20_____

PRESENT: HON. _____
Justice of the Supreme Court

-----X

In the Matter of the Application of

_____,
[2. Fill in name(s)] Petitioner(s)

-against-

_____,
[3. Fill in name(s)] Respondent(s)

-----X

[1. Index No. & Year]

Index No.

_____/____

ORDER TO SHOW
CAUSE IN
SPECIAL PROCEEDING

Upon the reading and filing the petition(s) of **[4. Your name(s)]**
_____, sworn to on **[5. Date the Verified Petition**
notarized] _____, 20__ and upon the exhibits attached to the petition,
and **[6. Identify other supporting papers, such as, additional affidavits]**

Let the respondent(s) show cause at IAS PART ___, Room ___, of this Court, to
be held at the Courthouse, 100 Supreme Court Drive, Mineola, New York, on
_____, 20__ , at ___ o'clock in the ___ noon or as soon as the parties to this
proceeding may be heard why an order should not be made, providing the following relief:

[7. Describe what you are asking the Court to do]

for the reasons that **[8. Describe the reasons your request should be granted]**

Sufficient cause appearing therefor, let personal service of a copy of this order, and the petition and all other papers upon which this order is granted, upon all parties to this proceeding, on or before _____, 20__ be deemed good and sufficient service hereof.

ENTER

J.S.C.

[Fill in the spaces next to the instructions. Attach copies of the indicated documents and mark them as exhibits.]

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF NASSAU

-----X
In the Matter of the Application of

_____,
[10. Fill in name(s)] Petitioner(s)

[9. Index No. & Year]
Index No. _____ / _____
PETITION

-against-

_____,
[11. Fill in name(s)] Respondent(s)

-----X

TO THE SUPREME COURT OF THE STATE OF NEW YORK, COUNTY OF NASSAU:

The petition of **[12. Your name]** _____ respectfully
shows to this Court as follows:

1) Your petitioner(s) resides at **[13. Your address]**

_____.

2) The respondent (s) **[14. Identify respondent]** and **[15. Your involvement]**

_____.

_____.

The facts concerning the litigation including underlying events and the nature of actions and decisions taken by respondents that petitioner wishes to challenge are as follows.

[16. Describe facts & events concerning your claims. State the actions and decisions taken by respondents that you wish to challenge. Add more pages if needed]

3) _____

4) _____

5) _____

6) _____

7) Attached hereto are copies of relevant documents in support of petitioner's case, including determination(s) issued by respondent(s) that have a bearing on this case and/or of which petitioner herein complains, if any. **[17. Identify all documents including written decisions, determinations made by respondents that are relevant to this case.]**

[18. Attach each document to this packet and label it as Exhibit A, Exhibit B, etc... List exhibits below]

8) A prior application **[19. Check that a prior application has been made only if you are seeking the same relief again]** ___ has or ___ has not been made for the relief requested herein. If a prior application has been made then provide the following information **[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.]**

[Fill in the spaces next to the instructions.]

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF NASSAU

-----X

In the Matter of the Application of

_____,
[26. Fill in name(s)] Petitioner(s)

[25. Index No. & Year]

Index No. _____ / _____
VERIFICATION _____

-against-

_____,
[27. Fill in name(s)] Respondent(s)

-----X

STATE OF NEW YORK}

SS. :}

COUNTY OF _____ }

[28. Insert County where papers signed and notarized]

_____ **[29. Insert Your Name]**, being duly sworn, deposes and says: I am the _____ **[30. Insert Petitioner or Respondent]** in this matter. I have read the foregoing _____ **[31. Insert the name(s) of the above documents e.g. affidavit, petition etc.]** and know the contents thereof. The same are true to my knowledge, except as to matters therein stated to be alleged on information and belief and as to those matters I believe them to be true

[32. SIGN YOUR NAME BEFORE NOTARY]

[33. PRINT YOUR NAME]

Sworn to before me this
day of _____, 20 __

Notary Public
[34. Verification must be notarized]

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF NASSAU

-----X

In the Matter of the Application of

_____,
[36. Fill in name(s)] Petitioner(s)
-against-

[35. Index No. & Year]

Index No. _____ / _____

_____,
[37. Fill in name(s)] Respondent(s)

-----X

[38. Insert name(s) of papers submitted]

[39. YOUR SIGNATURE]

[40. PRINT YOUR NAME]

[41. YOUR ADDRESS]

[42. CITY, STATE ZIP CODE]

[43. YOUR PHONE NUMBER]