

Order to Show Cause in a Civil Action (Form 2)

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.

Affidavit in Support

- [9. Index No. & Year]** Insert Index Number & the year it was purchased
- [10. Fill in name(s)]** Fill in the Plaintiff name
- [11. Fill in name(s)]** Fill in the Defendant name
- [12. Your name(s)]** Your name
- [13. Circle One]** Circle your party status, plaintiff or defendant
- [14. Describe what you are asking the Court to do]** Describe your request.
- [15. Explain your reasons. Attach additional pages if necessary]** Describe all facts, events, actions and decisions.
- [16. 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.
- [17. 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.
- [18. Sign your name before a notary public]** Signature
- [19. Print Your Name]** Print your Name
- [20. Affidavit must be notarized.]** Sign affidavit before a notary public

Litigation Back (Last page of entire packet)

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