

Long Form Order (Form 27)

Order

- [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. Insert relief Sought]**
- [5. Your Name]**
- [6. Insert Date Motion was heard by Judge]**
- [7. Put Relief you are requesting]**
- [8. List the documents that were submitted during motion practice by both sides]**
- [9. Insert the date of the Judge's decision]**

Litigation Back (Last page of entire packet)

- [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. Insert name(s) of papers submitted]** Put the Names of all of the papers
- [14. YOUR SIGNATURE]** Signature
- [15. PRINT YOUR NAME]** Your name
- [16. YOUR ADDRESS]** Your address
- [17. CITY, STATE ZIP CODE]** City State and Zip Code
- [18. YOUR PHONE NUMBER]** Your telephone Number