

Order to Show Cause in a Special Proceeding(Form 4)

Order to Show Cause

- [1. Index No. & Year]** Insert Index Number & the year it was purchased
- [2. Fill in name(s)]** Fill in the Petitioner name
- [3. Fill in name(s)]** Fill in the Respondent name
- [4. Your name(s)]** Your name
- [5. Date the Verified Petition notarized]**
- Insert the date that you signed the verification 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, including confirming the arbitration award, awarding fees costs and disbursements.
- [8. Describe the reasons your request should be granted]** State the grounds for your demands.

Petition

- [9. Index No. & Year]** Insert Index Number & the year it was purchased
- [10. Fill in name(s)]** Fill in the Petitioner name
- [11. Fill in name(s)]** Fill in the Respondent name
- [12. Your name(s)]** Your name
- [13. Your address]** Insert your address.
- [14. Identify respondent]** Fill in the respondent name
- [15. Your involvement]** Explain your relationship to respondent
- [16. Describe facts and events before your application was made. State the actions and decisions taken by respondents. Add more pages if needed]**
Describe all facts, events, actions and decisions.
- [17. Identify all documents including written decisions, determinations made by respondents that are relevant to this case.]** Describe all the documents.
- [18. Attach each document to this packet and label it as Exhibit A, Exhibit B, etc... List Exhibits below]** List and attach Exhibits
- [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. Describe what you are asking the Court to do]** Describe what you are asking the court to do.
- [22. Date and County papers are signed in]** Fill in the date and the County that you are signing the petition in.
- [23. Your signature]** Signature
- [24. Print Your Name]** Your Name

Verification

- [25. Index No. & Year]** Insert Index Number & the year it was purchased
- [26. Fill in name(s)]** Fill in the Petitioner name
- [27. Fill in name(s)]** Fill in the Respondent name
- [28. Insert County where papers signed and notarized]** State County
- [29. Your name(s)]** Your name
- [30. Insert Petitioner or Respondent]** Fill in your position, either petitioner or respondent.
- [31. Insert the name(s) of the above documents e.g. affidavit, petition etc.]**
Insert the name of the document you have signed
- [32. SIGN YOUR NAME BEFORE NOTARY]** Sign only before a notary public
- [33. PRINT YOUR NAME]** Your name
- [34. Verification must be notarized]** Document must be signed and notarized

Litigation Back (Last page of entire packet)

- [35. Index No. & Year]** Insert Index Number & the year it was purchased
- [36. Fill in name(s)]** Fill in the Petitioner name
- [37. Fill in name(s)]** Fill in the Respondent name
- [38. Insert name(s) of papers submitted]** Put the Names of all of the documents
- [39. YOUR SIGNATURE]** Signature
- [40. PRINT YOUR NAME]** Your name
- [41. YOUR ADDRESS]** Your address
- [42. CITY, STATE ZIP CODE]** City State and Zip Code
- [43. YOUR PHONE NUMBER]** Your telephone Number