

**[Fill in the spaces next to the instructions. Other spaces are for Court use.]**  
SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF NASSAU

-----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.

\_\_\_\_\_/\_\_\_\_\_  
NOTICE OF PETITION

PLEASE TAKE NOTICE that upon the verified 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 the petitioner will request this Court at 9:30 am **[6. Insert return date]** on  
\_\_\_\_\_, 20\_\_ at the Courthouse, 100 Supreme Court Drive, Mineola, New York,  
in IAS Term Part \_\_\_\_, for a Judgment, pursuant to Civil Practice Law and Rule granting  
the following relief , **[7. Describe what you are asking the Court to do]**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and for such other and further relief as this Court may deem just and proper.

**[8. Date and County papers are signed in]**

Dated: \_\_\_\_\_, New York Respectfully Submitted  
\_\_\_\_\_, 20\_\_

\_\_\_\_\_  
**[9. Your Signature]**

\_\_\_\_\_  
**[10. PRINT YOUR NAME]**

\_\_\_\_\_  
**[11. YOUR ADDRESS]**

\_\_\_\_\_  
**[12. CITY, STATE ZIP CODE]**

\_\_\_\_\_  
**[13. YOUR PHONE NUMBER]**

To: Respondent

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**[14. Insert Respondent Name]**

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**[15. Respondent Address]**

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**[16. City, State Zip Code]**

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**[17. Phone Number]**

**[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

\_\_\_\_\_,  
**[19. Fill in name(s)]** Petitioner(s)

**[18. Index No. & Year]**  
Index No. \_\_\_\_\_ / \_\_\_\_\_  
PETITION

-against-

\_\_\_\_\_,  
**[20. Fill in name(s)]** Respondent(s)

-----X

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

The petition of **[21. Your name]** \_\_\_\_\_ respectfully shows to this Court as follows:

1) Your petitioner(s) resides at **[22. Your address]**

\_\_\_\_\_.

2) The respondent (s) **[23. Identify respondent]** and **[24. 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.

**[25. 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. **[26. Identify all documents including written decisions, determinations made by respondents that are relevant to this case.]**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8) A prior application **[28. 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 **[29. 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.]**





