

[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

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

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

-against-

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

-----X

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

The petition of **[4. Your name]** _____ respectfully shows to this Court as follows:

1) Your petitioner(s) resides at **[5. Your address]**

_____.

2) The respondent (s) **[6. Identify respondent]** and **[7. 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.

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

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

8) A prior application **[11. 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 **[12. 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

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

[17. Index No. & Year]

Index No. _____ / _____
VERIFICATION _____

-against-

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

-----X

STATE OF NEW YORK}

SS. :}

COUNTY OF _____ }

[20. Insert County where papers signed and notarized]

_____ **[21. Insert Your Name]** , being duly sworn,
deposes and says: I am the _____ **[22. Insert Petitioner or Respondent]** in this matter. I have read the foregoing _____ **[23. 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

[24. SIGN YOUR NAME BEFORE NOTARY]

[25. PRINT YOUR NAME]

Sworn to before me this
day of _____, 20 __

Notary Public

[26. Verification must be notarized]

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF NASSAU

-----X

In the Matter of the Application of

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

[27. Index No. & Year]
Index No.
_____ / _____

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

-----X

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

[31. YOUR SIGNATURE]

[32. PRINT YOUR NAME]

[33. YOUR ADDRESS]

[34. CITY, STATE ZIP CODE]

[35. YOUR PHONE NUMBER]