

## Notice of Petition (Form 8)

### Notice of Petition

- [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. Insert Return Date]** Insert the date the papers are returnable to the Court for submission
- [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. Date and County papers are signed in]** Insert the date the papers are signed & notarized and the county
- [9. YOUR SIGNATURE]** Signature
- [10. PRINT YOUR NAME]** Your name
- [11. YOUR ADDRESS]** Your address
- [12. CITY, STATE ZIP CODE]** City State and Zip Code
- [13. YOUR PHONE NUMBER]** Your telephone Number
- [14 Insert respondent name]** Respondent name
- [15. Respondent Address]** Respondent address
- [16. CITY, STATE ZIP CODE]** Respondent City State and Zip Code
- [17. Respondent Phone Number]** Respondent telephone Number

### Petition

- [18. Index No. & Year]** Insert Index Number & the year it was purchased
- [19. Fill in name(s)]** Fill in the Petitioner name
- [20. Fill in name(s)]** Fill in the Respondent name
- [21. Your name(s)]** Your name
- [22. Your address]** Insert your address.
- [23. Identify respondent]** Fill in the respondent name
- [24. Your involvement]** Explain your relationship to respondent
- [25. 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.
- [26. Identify all documents including written decisions, determinations made by respondents that are relevant to this case.]** Describe all the documents.
- [27. Attach each document to this packet and label it as Exhibit A, Exhibit B, etc... List Exhibits below]** List and attach Exhibits
- [28. 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.
- [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.]** If you are asking for the same relief, state why.
- [30. Describe what you are asking the Court to do]** Describe what you are asking the court to do.
  - [31. Date and County papers are signed in]** Fill in the date and the County that you are signing the petition in.
  - [32. Your signature]** Signature
  - [33. Print Your Name]** Your Name

Verification

- [34. Index No. & Year]** Insert Index Number & the year it was purchased
- [35. Fill in name(s)]** Fill in the Petitioner name
- [36. Fill in name(s)]** Fill in the Respondent name
- [37. Insert County where papers signed and notarized]** State County
- [38. Your name(s)]** Your name
- [39. Insert Petitioner or Respondent]** Fill in your position, either petitioner or respondent.
- [40. Insert the name(s) of the above documents e.g. affidavit, petition etc.]**  
Insert the name of the document you have signed
- [41. SIGN YOUR NAME BEFORE NOTARY]** Sign only before a notary public
- [42. PRINT YOUR NAME]** Your name
- [43. Verification must be notarized]** Document must be signed and notarized

Litigation Back (Last page of entire packet)

- [44. Index No. & Year]** Insert Index Number & the year it was purchased
- [45. Fill in name(s)]** Fill in the Petitioner name
- [46. Fill in name(s)]** Fill in the Respondent name
- [47. Insert name(s) of papers submitted]** Put the Names of all of the documents
- [48. YOUR SIGNATURE]** Signature
- [49. PRINT YOUR NAME]** Your name
- [50. YOUR ADDRESS]** Your address
- [51. CITY, STATE ZIP CODE]** City State and Zip Code
- [52. YOUR PHONE NUMBER]** Your telephone Number