

Instructions: Fill in the names of the parties and the Index Number. Complete the blank spaces next to the instructions printed in bold type. PRINT AND USE BLACK INK ONLY.

SEQ. NO. _____
RELIEF _____
RETURN DATE _____
CAL. DATE _____
FOR COURT USE ONLY

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF QUEENS

-----X

FILL IN NAME(S)]Plaintiff(s)/Petitioner(s)

Index No. _____ / _____

vs

NOTICE OF MOTION USE
FOR CIVIL ACTION OR
PROCEEDING

FILL IN NAME(S)Defendant(s)Respondent(s)

-----X

PLEASE TAKE NOTICE that upon the attached affidavit(s) of _____

_____ [YOUR NAME(S)],

sworn to on the ___ day of _____, 200 __, [DATE THE AFFIDAVIT WAS SWORN TO

BEFORE A NOTARY PUBLIC], and the exhibits attached thereto, and upon all the proceedings

in this case to date, the plaintiff(s)/petitioner(s), defendant(s)/respondents [CIRCLE ONE]

will move in this Court, at 9:30 A.M. on the ___ day of _____, 20 __, [INSERT THE

RETURN DATE YOU SELECTED] at the Courthouse, 88-11 Sutphin Boulevard, Jamaica, N.Y./

25-10 Court Square, Long Island City, N.Y. [STRIKE THE ONE THAT DOES NOT APPLY] ,

in IAS Part _____, for an order granting the following to the movant(s). [DESCRIBE WHAT

YOU ARE ASKING THE COURT TO ORDER] _____

_____ and

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

PLEASE TAKE FURTHER NOTICE, that pursuant to Civil Practice Law and Rules 2214(b), you are hereby required to serve copies of your answering affidavits on the undersigned no later than the seventh day prior to the date set above for the submission of this motion. **[DELETE THIS PARAGRAPH UNLESS THE MOTION IS SERVED AT LEAST TWELVE (12) [SEVENTEEN (17) IF MAILED] BEFORE THE RETURN DATE].**

Dated: _____, New York
[COUNTY WHERE SIGNED]

_____, 20____
[DATE SIGNED]

Respectfully Submitted,

**[PRINT YOUR NAME, ADDRESS
and TELEPHONE NUMBER]**

TO: Attorney for Plaintiff(s)/Petitioner(s)
Defendant(s)/Respondent(s) **[CIRCLE ONE]**

**[PRINT NAME, ADDRESS and
TELEPHONE NUMBER]**