

SUPREME COURT OF THE STATE OF NEW YORK **Motion Submission Form**
COUNTY OF QUEENS

	X
	Index No. _____
	Motion Sequence No. _____
-against- Plaintiff	Hon. _____
	IA Part _____
	Motion calendar date _____
Defendant	X

I, _____ (the movant/cross-movant or movant's/cross-movant's attorney), do attest to the following:

All parties have been served by NYSCEF and no opposition has been received;

[Opposition] [Reply] [Cross Motion] [Opposition to cross motion]
and [Reply to cross motion] papers have been filed and served;

Adjournment requested and briefing schedule agreed to by all parties per the attached stipulation;*

Adjournment request by _____ Parties do not consent.

Virtual conference or virtual oral argument requested;**

Please state reason for adjournment or conference request below:

*The agreed upon adjournment can be no longer than six (6) weeks from the calendared date.

**If a virtual conference is granted you will be contacted by the Part for scheduling purposes.

Please provide contact information below:

Name _____

Phone _____

E-Mail _____

Any additional parties:

E-Mail _____ E-Mail _____

E-Mail _____ E-Mail _____

Date _____

Please e-mail this form to I.A. Part ____ no later than two (2) business days prior to calendared date and time.