

**Firm Name & Address:**

sample: Jones, Jones, & Smith, LLC at 123 Main St., NY, NY 10000

Case Name	County of Filing	Index Number	Date of Filing	Defendant Last Name	Defendant First Name	Defendant Street Address	Defendant City	Defendant State	Defendant Zipcode	Defendant Primary Phone	Defendant Secondary Phone	Defendant Email (if known)	Comments or Additional Contact Info
ABC Bank v. John Doe	New York	0000001/2001 or 0000001/01	7/24/2008	Smith	Jane	123 Main St. #3A	New York	NY	10000	212-123-4567	646-333-4444	<a href="mailto:pease@address.com">pease@address.com</a>	

Please provide the information in the format indicated in the sample above. If you have multiple defendants, please list them each on a separate line. For the Index Number field, please use the format used by the specific county. Please also note that the date format is: mm/dd/yyyy.