

Summons with Notice (Form 20)

Summons with Notice

- [1. Index No. & Year]** Insert Index Number & the year it was purchased
- [2. Fill in name(s)]** Fill in the Plaintiff name
- [3. Fill in name(s)]** Fill in the Defendant name
- [4. Date and County papers signed in]**
- [5. YOUR SIGNATURE]** Signature
- [6. PRINT YOUR NAME]** Your name
- [7. YOUR ADDRESS]** Your address
- [8. CITY, STATE ZIP CODE]** City State and Zip Code
- [9. YOUR PHONE NUMBER]** Your telephone Number
- [10. Defendant Address]**
- [11. Defendant City State and Zip Code]** City State and Zip Code
- [12. Defendant Phone Number]**
- [13. Insert the type of case against the defendant]**
- [14. Describe what you want the court to grant you]** Describe what you are asking the court to do.
- [15. Insert the amount of money demanded]**
- [16. Insert the date from which interest on amount demanded is claimed]**
Insert the date that you want the interest to start running from
- [17. Check one]** To be venued in Nassau County, either the plaintiff or defendant must reside in Nassau County or both parties must agree or there must be a court order
- [18. Note: This form of summons may not be used in actions for divorce.]**
For Matrimonial Forms go to www.nycourts.gov/divorce

Litigation Back (Last page of entire packet)

- [19. Index No. & Year]** Insert Index Number & the year it was purchased
- [20. Fill in name(s)]** Fill in the Plaintiff name
- [21. Fill in name(s)]** Fill in the Defendant name
- [22. Insert name(s) of papers submitted]** Put the Names of all of the papers
- [23. YOUR SIGNATURE]** Signature
- [24. PRINT YOUR NAME]** Your name
- [25. YOUR ADDRESS]** Your address
- [26. CITY, STATE ZIP CODE]** City State and Zip Code
- [27. YOUR PHONE NUMBER]** Your telephone Number