

Notice of Motion (Form 7)

Notice of Motion

- [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. Your name(s)]** Your name
- [5. Date the Affidavit notarized]** Insert the date that you signed the affidavit before a notary public
- [6. Circle plaintiff/ defendant and name the party making the application]**
- [7. Insert return date]** Insert the date the motion will go on the court calendar and read **[10.]**
- [8. Insert statute that applies.]** Insert the law here.
- [9. Describe what you are asking the Court to do]** Describe what you are asking the court to do.
- [10. For this CPLR 2214b paragraph to apply, motion papers *must* be served by personal delivery no later than 12 days before the return date or served by mail no later than 17 days before the return date.]** To receive answering papers back before the return date, the above service requirements must be complied with.
- [11. Date and County papers are signed in]**
- [12. YOUR SIGNATURE]** Signature
- [13. PRINT YOUR NAME]** Your name
- [14. YOUR ADDRESS]** Your address
- [15. CITY, STATE ZIP CODE]** City State and Zip Code
- [16. YOUR PHONE NUMBER]** Your telephone Number
- [17. Circle one]** Papers are being sent to the attorney for the plaintiff/defendant
- [18. Attorney Name]** Attorneys name
- [19. Attorney address]** Attorney address
- [20. Attorney City State and Zip Code]** City State and Zip Code
- [21. Attorney phone number]** attorney phone Number

Affidavit in Support

- [22. Index No. & Year]** Insert Index Number & the year it was purchased
- [23. Fill in name(s)]** Fill in the Plaintiff name
- [24. Fill in name(s)]** Fill in the Defendant name
- [25. Your name(s)]** Your name
- [26. Circle One]** Circle your party status, plaintiff or defendant
- [27. Describe what you are asking the Court to do]** Describe your request.
- [28. Explain your reasons. Attach additional pages if necessary]** Describe all facts, events, actions and decisions.
- [29. 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.
- [30. 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.
- [31. Sign your name before a notary public]** Signature
 - [32. Print Your Name]** Print your Name
 - [33. Affidavit must be notarized.]** Sign affidavit before a notary public

Litigation Back (Last page of entire packet)

- [34. Index No. & Year]** Insert Index Number & the year it was purchased
- [35. Fill in name(s)]** Fill in the Plaintiff name
- [36. Fill in name(s)]** Fill in the Defendant name
- [37. Insert name(s) of papers submitted]** Put the Names of all of the papers
- [38. YOUR SIGNATURE]** Signature
- [39. PRINT YOUR NAME]** Your name
- [40. YOUR ADDRESS]** Your address
- [41. CITY, STATE ZIP CODE]** City State and Zip Code
- [42. YOUR PHONE NUMBER]** Your telephone Number