

**INSTRUCTIONS FOR FILLING OUT THE
NOTICE OF MOTION FOR A CIVIL ACTION OR PROCEEDING**

PRINT AND USE BLACK INK ONLY.

- 1 Name of the county where you are going to file the Notice of Motion (county where you live).
- 2 Write the name of the Plaintiff(s)/Petitioner(s).
- 3 Write the name of the Defendant(s)/Respondent(s).
- 4 Write the case Index Number.
- 5 Enter your name.
- 6 Enter the date the accompanying Affidavit was signed in the presence of a notary public.
- 7 Circle your status as a party.
- 8 Enter your name.
- 9 Enter the return date. Obtain the return date from the Court Clerk's Office.
- 10 Enter the county where the courthouse is located.
- 11 Enter the street address of the courthouse.
- 12 Enter the city where the courthouse is located.
- 13 Insert the section that applies. This may require knowledge of the CPLR or you may need to research the statutes at the law library.
- 14 Describe the relief being sought.
- 15 Delete this paragraph unless the Motion is served at least twelve (I 2) [seventeen (I 7) if mailed] before the return date.
- 16 Enter the city where the Notice of Motion is filed.
- 17 Enter the date where the Notice of Motion is filed with the Office of the County Clerk.
- 18 Print your name, address and telephone number.
- 19 Circle the opposing party's status and print your name, address and telephone number.