

**INSTRUCTIONS FOR FILLING OUT THE
AFFIDAVIT IN SUPPORT OF A TRO AGAINST
A PUBLIC OFFICER, BOARD OR MUNICIPAL CORPORATION**

PRINT AND USE BLACK INK ONLY.

- 1 Name of the county where you are going to file the petition (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 the county where the affidavit is notarized.
- 6 Enter your name.
- 7 Circle the your status as a party to the action/proceeding.
- 8 Circle whether this is a civil action or a special proceeding.
- 9 Insert the name of the public entity against whom you want the Temporary Restraining Order.
- 10 Enter the date (day, month, and year) and the time when you spoke with an individual from the office of the public entity.
- 11 Enter the name of the individual you spoke with from the office of the public entity.
- 12 Enter the individual's title.
- 13 Enter the name of the public entity involved.
- 14 Circle one.
- 15 Circle one.
- 16 Circle one.
- 17 Circle the phrase that reflects the public entity's intentions regarding your motion for a Temporary Restraining Order. Does the public entity intend to appear and raise an objection OR waive it's right to appear and object.

- 18 Sign your name in the presence of a notary public.
- 19 Print your name in the presence of a notary public.
- 20 Leave blank - to be completed by the notary public.

*****PLEASE NOTE: A TRO CANNOT BE OBTAINED AGAINST A PUBLIC BODY OR MUNICIPALITY TO RESTRAIN THE PERFORMANCE OF STATUTORY DUTIES (SEE CPLR 6314)**