

# NOTE OF ISSUE

Calendar No. (if any) \_\_\_\_\_

Index No. \_\_\_\_\_

\_\_\_\_\_ Court, \_\_\_\_\_ County, N.Y.

For use of Clerk

\_\_\_\_\_  
Name of Justice Assigned

## NOTICE FOR TRIAL

\_\_\_\_ Trial by jury demanded  
    \_\_\_\_ Of all issues  
    \_\_\_\_ Of issues specified below  
    \_\_\_\_ Of attached hereto

\_\_\_\_ Trial without jury

Filed by \_\_\_\_\_

Date summons served \_\_\_\_\_

Date service completed \_\_\_\_\_

Date issue joined \_\_\_\_\_

## NATURE OF ACTION OR PROCEEDING

\_\_\_\_ Tort                      \_\_\_\_ Motor Vehicle Negligence  
                                            \_\_\_\_ Medical malpractice  
                                            \_\_\_\_ Other Tort

\_\_\_\_ Contract  
\_\_\_\_ Contested Matrimonial  
\_\_\_\_ Uncontested Matrimonial  
\_\_\_\_ Tax Certiorari  
\_\_\_\_ Condemnation  
\_\_\_\_ Other (not itemized above) specify: \_\_\_\_\_

\_\_\_\_ This action is brought as a class action.

Amount Demanded \$ \_\_\_\_\_

Other Relief \_\_\_\_\_

Insurance carrier(s), if known: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Preference claimed under

\_\_\_\_\_

on the ground that

\_\_\_\_\_

\_\_\_\_\_

Attorney for Plaintiff(s)/Petitioner(s)/Pro Se: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

Attorney for Defendant(s)/Respondent(s)/Pro Se: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

**NOTE: Clerk will not accept this Note of Issue unless accompanied by a Certificate of Readiness.**

## CERTIFICATE OF READINESS FOR TRIAL

(Items 1—7 must be checked)

- |                                                                                                            | Completed | Waived | Not Required |
|------------------------------------------------------------------------------------------------------------|-----------|--------|--------------|
| 1. All pleadings served.....                                                                               | _____     | _____  | _____        |
| 2. Bill of particulars served.....                                                                         | _____     | _____  | _____        |
| 3. Physical examinations completed.....                                                                    | _____     | _____  | _____        |
| 4. Medical reports exchanged.....                                                                          | _____     | _____  | _____        |
| 5. Appraisal reports exchanged.....                                                                        | _____     | _____  | _____        |
| 6. Compliance with rules in matrimonial actions.....                                                       | _____     | _____  | _____        |
| 7. Discovery now know to be necessary completed..                                                          | _____     | _____  | _____        |
| 8. There are no outstanding requests for discovery..                                                       | _____     | _____  | _____        |
| 9. There has been a reasonable opportunity to complete the foregoing proceedings.                          |           |        |              |
| 10. There has been compliance with any order issued to Precalendar Rules (22 NYCRR 202.12).                |           |        |              |
| 11. If a medical malpractice action, there has been compliance with any order pursuant to 22 NYCRR 202.56. |           |        |              |
| 12. The case is ready for trial.                                                                           |           |        |              |

DATED: \_\_\_\_\_

Signature \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Attorney for/Party Pro Se \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone No. \_\_\_\_\_

State of New York County of \_\_\_\_\_ ss:

Being duly sworn deposes and says: that deponent is not a party to the action, is over 18 years of age and resides at \_\_\_\_\_ that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ deponent served the within Note of issue and Certificate of Readiness on \_\_\_\_\_ attorney(s) for \_\_\_\_\_ herein at their office located at \_\_\_\_\_ during their absence from said office

(a) by then and there leaving a true copy of the same with \_\_\_\_\_ the clerk; partner; person having charge of said office.

(b) and said office being closed by depositing a true copy of same enclosed in a sealed wrapper directed to said attorney(s), in the office letter drop or box.

Sworn before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

State of New York County of \_\_\_\_\_ ss:

Being duly sworn deposes and says: that deponent is not a party to the action, is over 18 years of age and resides at \_\_\_\_\_ that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ deponent served the within Note of issue and Certificate of Readiness on \_\_\_\_\_ attorney(s) for \_\_\_\_\_ herein at their office located at \_\_\_\_\_ during their absence from said office

(a) by then and there leaving a true copy of the same with \_\_\_\_\_ the clerk; partner; person having charge of said office.

(b) and said office being closed by depositing a true copy of same enclosed in a sealed wrapper directed to said attorney(s), in the office letter drop or box.

Sworn before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

Admission of Service

Due service of a Note of Issue and Certificate of Readiness, of which the within is a copy

Admitted \_\_\_\_\_

\_\_\_\_\_  
Attorney(s) for \_\_\_\_\_