

(3/2025)

SUPREME COURT OF THE STATE OF NEW YORK
APPELLATE TERMS:
2nd, 11th & 13th AND 9th & 10th JUDICIAL DISTRICTS

ORDER TO SHOW CAUSE

THIS ORDER TO SHOW CAUSE AND SUPPORTING DOCUMENTATION MUST BE BROUGHT TO THE APPELLATE TERM COORDINATOR LOCATED IN YOUR COUNTY (*Please see next page for locations*) OR MAY BE PRESENTED IN PERSON, AT THE APPELLATE TERM CLERK'S OFFICE LOCATED AT:

SUPREME COURT OF THE STATE OF NEW YORK
APPELLATE TERM, SECOND DEPARTMENT
141 LIVINGSTON STREET, 15TH FLOOR
BROOKLYN, NEW YORK 11201
(347) 401-9580

APPELLATE TERM COORDINATOR CONTACT LIST

9th Judicial District:

Westchester County

Westchester County Courthouse
111 Dr. Martin Luther King Jr. Boulevard
Office of the Administrative Judge
11th Floor, Chambers
White Plains, New York 10601

Rockland County

Rockland County Supreme Court
1 South Main Street, Suite 200
New City, New York 10956

Dutchess County

Dutchess County Supreme Court
10 Market Street
Poughkeepsie, New York 12601-3203

Putnam County

Putnam County Supreme Court
County Office Building
40 Gleneida Avenue
Carmel, New York 10512

Orange County

Orange County Supreme Court
Orange County Government Center
285 Main Street, 3rd Floor
Goshen, New York 10924

10th Judicial District:

Nassau County

Nassau County Supreme Court Building
100 Supreme Court Drive, 2nd Fl., Room 240
Mineola, New York 11501

Suffolk County

**Library Resources for the Public Program/
Help Center**

Riverhead:

Arthur Cromarty Court Complex
220 Center Drive, 1st Floor
Riverhead, New York 11901

Central Islip:

Supreme Court Building
400 Carlton Avenue, 4th Floor
Central Islip, New York 11722

2nd Judicial District:

Kings County

Appellate Term Clerk's Office
141 Livingston Street, 15th Floor
Brooklyn, New York 11201

11th Judicial District:

Queens County

Office of Self Represented (Room 100)
Queens County Supreme Court
88-11 Sutphin Boulevard
Jamaica, New York 11435

13th Judicial District:

Richmond County

Resource Center
Richmond County Civil Court
927 Castleton Avenue
Staten Island, New York 10310

SUPREME COURT OF THE STATE OF NEW YORK:
APPELLATE TERM: SECOND DEPARTMENT
2nd, 11th & 13th AND 9th & 10th JUDICIAL DISTRICTS

ORDER TO SHOW CAUSE

-against-

Appellate Term Docket Number:

Lower Court Index No. _____

Upon the annexed affirmation of _____, dated _____, 20____,
and the papers annexed thereto,

LET _____ **SHOW CAUSE BEFORE THIS**
COURT, at the courthouse thereof, located at 141 Livingston Street, 15th Floor, Brooklyn, New York,
11201, on the _____ day of _____, 20____, at 10:00 o'clock in the forenoon of that date,
why an order should not be made and entered:

- | | |
|--|---|
| <input type="checkbox"/> Staying the Eviction | <input type="checkbox"/> Staying Execution of the Warrant |
| <input type="checkbox"/> Staying the trial | <input type="checkbox"/> Staying the Sentence |
| <input type="checkbox"/> Staying enforcement of money judgment | <input type="checkbox"/> Other: _____ |

And, granting such other and further relief as to the court may seem just and equitable.

SUFFICIENT CAUSE THEREFOR APPEARING, it is

ORDERED that service of a copy of this order to show cause and the papers upon which it was
made upon _____ and the
Marshal/ Sheriff, if any, by

- personal delivery pursuant to CPLR 2103(b)(1) or 2103(c)
- office delivery pursuant to CPLR 2103(b)(3)
- overnight delivery service pursuant to CPLR 2103(b)(6)
- first class mail with certificate of mailing at the Post Office

on or before _____, 20____, shall be deemed sufficient service thereof, and it is
further;

ORDERED that opposition papers, if any, must be served by

- _____ personal service at least two (2) days prior to the return date herein; and it is further,
- _____ personal delivery pursuant to CPLR 2103(b)(1) at least two (2) days prior to the return date herein; and it is further,
- _____ overnight delivery service at least three (3) days prior to the return date herein; and it is further,

ORDERED that (provision not applicable unless initialed by justice of Appellate Term):

- _____ Pending the hearing and determination of this motion and entry of an order hereon, LET all proceedings on part of the respondent(s), or any person acting on behalf of the respondent(s) including the attorney(s) and agent(s) of the respondent(s) and, if applicable, any marshal or sheriff **BE STAYED**.
- _____ The above temporary stay is conditioned upon the movant depositing with the Clerk of the Court in the lower court the sum of \$ _____ on or before ____:____ PM on _____. Said amount is to remain on deposit until the appeal is determined or unless otherwise ordered by the court. If the deposit is not timely made, then the temporary stay is deemed vacated. **Check with the lower court to determine the acceptable methods of payment and the location where the deposit must be made.**
- _____ Proof of service and of deposit (if required) may be filed in the court’s portal (see below) or delivered to the Court at 141 Livingston Street, 15th Floor, Brooklyn, New York 11201 no later than 4:45 P.M. on _____.
- _____ These papers may be served by the appellant in person.

Dated: _____, New York
_____, 20_____

PRESIDING / ASSOCIATE JUSTICE
APPELLATE TERM: 2ND DEPARTMENT

All papers including the opposition and reply papers may be filed with the Clerk’s Office by uploading a digital copy, with proof of service, onto the court’s digital portal, Records, Briefs & Motions Drop Off, found on the court’s website at: https://www.nycourts.gov/courts/ad2/Digital_Submission_AT2.shtml, by mail or in-person. Papers must be received by the Court on or before the due date.

NOTE: On the return date all motions and proceedings are deemed submitted. Oral argument is not permitted (22 NYCRR 731.4 (a)).

IF YOU HAVE BEEN SERVED WITH THESE PAPERS YOU MAY CALL THE APPELLATE TERM CLERK’S OFFICE AT (347) 401-9580 TO VERIFY THE AUTHENTICITY OF THE PAPERS.

SUPREME COURT OF THE STATE OF NEW YORK
APPELLATE TERMS: 2nd, 11th & 13th AND 9th & 10th JUDICIAL DISTRICTS

**AFFIRMATION IN SUPPORT OF
ORDER TO SHOW CAUSE**

-against-

Appellate Term Docket Number:

Lower Court Index No. _____

State of New York)
County of _____) s.s.:

I, _____, affirms that:

1. I am the _____ in the above entitled proceeding and make this affirmation in support to the order to show cause for _____.

2. The type of the above entitled proceeding is as follows:

- Landlord & Tenant (non-payment)
- Landlord & Tenant (holdover)
- Small Claims
- Civil

- Criminal
- Traffic Violation
- Other: _____

*** In the space below provide an alternative address for service of opposition papers if you are making an Order to Show cause to be restored to possession, stay removal of your belongings or to stay the reletting of the premises.

My grounds or reasons are as follows:

3. _____

4. _____

5. _____

6. _____

7. No previous application has been made for the relief requested herein except:
(If any previous application has been made, it must be listed below.)

WHEREFORE, I request that the court grant me the following relief:

Dated: _____, 20____
_____, New York

I affirm this _____ day of _____, 20____, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

(SIGNATURE OF PERSON MAKING APPLICATION)

CERTIFICATION PURSUANT TO §22 NYCRR 130-1.1-a

I hereby certify Pursuant to § 22 NYCRR 130-1.1-a(b) that to the best of my knowledge, information and belief, after an inquiry reasonable under the circumstances, that the contents of this document are not frivolous.

Dated: _____, New York
_____, 20____

(signature)

Print Name: _____

NOTE: This certification is not required in relation to appeals from criminal courts, town or village courts or the small claims part of any court.