

At a Motion Term of the District Court of the State of New York, County of Suffolk

Hon. _____
Judge of the District Court

Plaintiff
vs

**CIVIL
ORDER TO SHOW CAUSE**

Defendant

Index No. _____

Upon the affidavit of _____, sworn to on the ____ day of _____, 20____, and upon all prior papers and proceedings,

Let the plaintiff show cause at a Motion Term of this Court to be held at the courthouse located at **District Court of Suffolk County 3105-1 Veterans Memorial Highway, Ronkonkoma, NY 11779** on the ____ day of _____, 20____, at 9:30 AM or as soon thereafter as the parties can be heard, why an order should not be entered vacating the default on appearance date and/or the judgment granted in favor of the plaintiff and setting the matter down for trial, and why the defendant should not have such other and further relief as may be just and proper.

Sufficient reason being presented for the relief requested it is,

Ordered, that pending the hearing of this motion, the Sheriff and the plaintiff and all his agents are stayed from conducting any proceedings to enforce the judgment, and further it is

Ordered, that the defendant serve a copy of this order on the plaintiff, or his attorney if one has been retained, at _____, and the **Sheriff of Suffolk County at 360 Yaphank Avenue, Yaphank, New York 11980** by certified mail, return receipt requested by the ____ day of _____, 20____.

All papers the plaintiff desires to submit in opposition to the defendant's motion must be forwarded to the court prior to the hearing date. **No personal appearance is required and no oral statements will be considered.**

Order signed at Ronkonkoma, N.Y.
Date _____

THIS ORDER TOGETHER WITH PROOF OF SERVICE MUST BE RETURNED TO THE CLERK'S OFFICE BY _____

Enter,

Hon. Judge of the District Court