

CIVIL COURT OF THE CITY OF NEW YORK
BULK PURCHASE OF INDEX NUMBER AGREEMENT

being duly sworn deposes and says:

I agree to the following terms for the purchase of index numbers in the Civil Court:

1. The purchase will be for 50 or more index numbers for each transaction.
2. The index numbers will be paid for in cash, approved check, bank check or money order in accordance with the Civil Court's payment policy.
3. There must be one check for each bulk transaction.
4. The index numbers will be affixed on the filings in sequential order with the earliest number first.
5. All index numbers will be used within the calendar year purchased. The fee for any unused index number at the end of the year will not be refunded.
6. Index numbers may not be transferred or resold.
7. Following CCA Section 400, all papers are to be filed prior to service.
8. The original is to be clearly labeled "Original."
9. Affidavits of service will be returned to the court in numerical order.

Attorney Affirmation *(to be completed by attorney purchaser)*

Name of Attorney: _____

Signature of Attorney : _____ Telephone: _____

Address: _____

Affidavit *(to be completed by non-attorney purchasers)*

Name: _____

Signature: _____ Telephone: _____

Address: _____

Sworn to before me
this _____ day of _____ 20 ____

Notary

CIV-AD-79 (1/08)

FREE CIVIL COURT FORM

No fee may be charged to fill in this form.

Form can be found at: <http://www.nycourts.gov/courts/nyc/civil/forms.shtml>.