

## **AFFIDAVIT IN OPPOSITION FILING INSTRUCTIONS**

1. Prepare the Affidavit in Opposition and have it notarized, attaching any exhibits you may want to submit, with exhibit tabs.
2. Make copies of the completed opposition papers and exhibits. Be certain to keep the original copies of your legal papers, as they will be submitted to the Court once copies have been served. **THE COURT ONLY ACCEPTS THE ORIGINAL COPIES.**
3. Have someone other than you serve the opposition papers on all parties. This must be a New York State Resident over 18 years old who is not a party to the action. The papers may be served by mail, if statutory time allows.
4. The person serving your papers must complete and notarize the affidavit of service and return it to you.
5. Bring your original copies of the opposition papers with the completed affidavit of service to the **Motion Support Office in Room 227.**
6. You must appear in court at **9:30** on the date stated in the notice of motion. You can check in the motion support office to find out in which courtroom your case will be heard on that date.

**YOU MAY CHECK TO VERIFY YOUR CASE HAS NOT BEEN ADJOURNED TO A FUTURE DATE BEFORE YOU COME TO COURT. GO TO THE COURT WEBSITE AT [www.nycourts.gov](http://www.nycourts.gov) and go to FCAS(Future Court Appearance Site) OR CHECK IN THE MOTION SUPPORT OFFICE.**