

CIVIL COURT OF THE CITY OF NEW YORK  
COUNTY OF \_\_\_\_\_ : PART \_\_\_\_\_

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Plaintiff,

NOTICE OF MOTION

-against-

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

Defendant.

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**PLEASE TAKE NOTICE** that upon the annexed affidavit of \_\_\_\_\_  
sworn to on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, and the exhibits annexed thereto, and  
upon all the prior pleadings and proceedings had herein, the **PLAINTIFF/DEFENDANT** will  
(CIRCLE ONE)  
move this Court located at \_\_\_\_\_  
New York, Part \_\_\_\_\_, Room \_\_\_\_\_, on the \_\_\_\_\_, day of \_\_\_\_\_  
20\_\_\_\_, at \_\_\_\_\_ o'clock, or as soon thereafter as can be heard for an Order:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and for such other and further relief as this Court deems just and proper.

PLEASE TAKE FURTHER NOTICE that (check the applicable box below):

- these papers have been served on you at least eight days before the motion is scheduled to be heard. You must serve your answering papers, if any, at least two days before such time. At least three days prior to the time at which the motion is noticed to be heard you may serve upon the moving party a notice of cross-motion demanding relief.
- these papers have been served on you at least sixteen days before the motion is scheduled to be heard. You must serve your answering papers and any notice of cross-motion with supporting papers, if any, at least seven days before such time. Reply or responding affidavits shall be served at least one day before such time.

Dated: \_\_\_\_\_

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CIV-GP-124-i

**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>.