

本表翻譯為中文以讓剛理解被訴的資料並協助正確地填表。不過由法院面
只詢問的七資料英文填寫請用中文填寫。除英文外法院不接任何語言
填寫表格。

CIVIL COURT OF THE CITY OF NEW YORK
紐約民事法院
INSTRUCTIONS FOR SERVICE OF AN ORDER TO SHOW CAUSE
派陳原因指示

1. ORIGINAL COURT FORMS 法院表格

The originals of the signed Order to Show Cause form and the Affidavit in Support of Order to Show Cause form are retained by the court. The Clerk will give you the remaining three sets, two to serve on [deliver to] the appropriate parties and one to retain for your records.

經簽署陳原因表格及陳原因之支持書表的本法院法官書審後餘的套
其中一套為送給關聯人, 另套保留附錄。

2. EXHIBITS AND ATTACHMENTS 屬附件

Any other papers attached as exhibits must be photocopied [3 or 4 copies are required.]

其他任何附錄屬的必須影印 3 至 4 張

a) One set is to be left with the Clerk. 一套留書記

b) One or two sets of the remaining copies are to be served on [delivered to] the appropriate parties along with the Order to Show Cause and Affidavit in Support of Order to Show Cause in the manner indicated in 3 a) and b) below.

剩的或一至兩套陳原因及陳原因之支持書表以下 3a) 及 b) 派送給關聯人

c) Keep the final set of the Order to Show Cause forms for your records.

將最後一套陳原因表格保留附錄。

3. SERVICE 派送

a) Serve* one set of the papers on the Claimants/Plaintiffs/Defendants attorney or, if there is none, on the Claimant(s)/Plaintiff(s)/Defendant(s) him/her/themselves in the manner directed by the Judge in the Order.

將一套表格送給原告/被告的律師, 如無律師則按法官指示方式派送給原告人/被告人之本人,

b) In the event a Sheriff or Marshal has served you with any papers you must also serve* the second set of the forms on him/her in the manner directed by the Judge in the Order.

如曾獲法官或警長派任何文件閣下必須將第二套表格按法官指示派送方式給他/她,

If there was no Sheriff or Marshal, this set is unnecessary and may be discarded.

若無法官或警長則不需要這套文件並可以廢,

c) Keep the final set of the Order to Show Cause forms for your records.

將最後一套陳原因表格保留附錄。

Service must be made on or before _____, 20_____.

必須於 20 年 月 日前送,

**Depending on the type of service Ordered by the Judge you may need to go to the Post Office and obtain a Certificate of Mailing form, a Certified Mailing form, and/or a Return Receipt Requested green card form. Give the Post Office window clerk the envelope(s) to be mailed and the completed required postal forms. The postal clerk will mail the*

envelope(s) and will stamp the required forms and return them to you. Attach these forms to the Affidavit of Service form.

視乎所寄的派方式，閣下可能要在信封裏夾一張證明表格、掛號郵件表格及或一張回
收證明表格。將寄出的信件已填妥所需表格各紙同遞交員，遞交員會將信件寄出
及在表格上蓋印後還你，將這些表格夾送遞交書表上。

4. AFFIDAVIT OF SERVICE AND PROOF OF MAILING 送遞書表及證明

a) When service has been made as directed by the Judge, complete an Affidavit of
Service of Order to Show Causeform and sign it in front of a Notary Public or a
Clerk. Attach the postal forms*, if any, to this affidavit.

Court

當按法官指示作後，填寫一張或兩張送遞書表，並於名譽證或法官
證明書上簽名。如有郵表時，亦請附於書表上。

b) File the signed Affidavit of Service of Order to Show Causeform with your proof(s)
of service (postal forms*, if any) either:

將簽名的送遞書表同證明書表，如有話，以下列方式辦理：

before the scheduled Return Date in the Clerk's Office or, 在明定法庭日期前書表或
on the scheduled Return Date in the Part indicated. 在明定法庭日期指定去辦理。

Report to court on _____, at _____ .M., in Room _____.
RETURN DATE TIME A/P ROOM#

於日期 上午/下午 時 審訊室編號