

本表翻譯為中文，以便利理解。請將資料並向法庭正確地填表。不過，由於法庭
只處理用中文填寫的資料，請認明用中文填寫。除英文外，法庭將接受任何其他語言
填寫表格。

CIVIL COURT OF THE CITY OF NEW YORK - HOUSING PART

紐約民事庭 房屋庭

INSTRUCTIONS

FOR THE SERVICE OF AN IN PERSON (PRO SE)

ORDER TO SHOW CAUSE AND AFFIDAVIT IN SUPPORT

派發代表之陳述及支持書指示

1. Once a Judge has signed an Order to Show Cause (OSC) you will either be given copies or be lent the originals and be told to make two or three copies.

當法官簽署陳述後，便會給與副本，或借與將原稿印至三份。

2. The Clerk will keep the original Affidavit in Support and the Order to Show Cause, and will give you the copies. The copies are to be served (delivered) as follows:

書寫陳述及支持書和陳述的日期須將此表格。副本需依下列方法派發。

a. The first set of copies goes to the landlord. If the landlord has an attorney, then the copies go to the attorney and not to the landlord.

第一套副本給房東。若房東有律師代表時，副本給律師而非房東。

b. The second set of copies goes to the Marshal, if there is one in your case.

如閣下案件有執達者，第二套副本給執達者。

c. The third set of copies is your set. 第三套副本由閣下備辦。

3. Serve (deliver) the first set of copies to the landlord's attorney (or to the landlord) personally. The papers must be served by the date indicated in the Order. Ask the person receiving the copies to sign the back of the third copy, acknowledging receipt.

將第一套副本親自送給律師或房東。必須按陳述令指示日期送。要收件人於第三套副本背面簽名確認收妥。

If the person refuses to sign, leave the copies with him/her and write out a statement on the back of the third copy explaining what happened, or complete the appropriate sections of Affidavit of Service of Order to Show Cause and Affidavit in Support (CIV-LT-19) given to you by the Clerk. Sign the form and have your signature notarized or witnessed by the Clerk. Be sure to tell the Clerk about this on the date of the hearing.

若收件人拒絕簽名，可將副本留給他/她，然後在第三套副本背面寫明解釋發生事故或是寫出書寫陳述及支持書(CIV-LT-19)的適當欄。在表格簽署後，加以證明書或證。在簽名時要將此寫明。

4. If there is a Marshal on your case, serve the second set of copies by delivering them to the Marshal's office. Someone there will sign the back of the third set of copies, acknowledging service.

若閣下案件有執達者，將第二套副本送給執達者辦事處。該處工作人員會於第三套副本背面簽名確認收妥。

5. You must bring the third set of copies to the Court on the date of the hearing as they are your proof of service. If the Judge permitted served by Certified Mail, Return Receipt Requested, be sure to attach the receipt(s) to the third copy.

閣下必須於日期將第三套副本帶到法庭，因為這是閣下派發的證明。如果法官批准用證書郵件回條方式派發，請將回條附於第三套副本上。

6. If the Judge ordered a deposit of money, it must be brought to the Clerk by the date indicated in the Order. You must provide the exact amount required. Such payment should be in a certified check, bank teller's check or money order made payable to the NYC Department of Finance. Cash will only be accepted under special circumstances. Failure to make the deposit may result in the denial of your Order to Show Cause.

如果法官下令將款項存入時，便須於令所指定日期將款項帶到。閣下必須交清所需款項的數目。付款應以支票、銀行票據或匯票，註明收款人為[NYC Department of Finance]。只於特殊情況下會接受現金。未覆予款項將導致陳述及支持書被拒絕。

Come to Court at _____ .M on _____ in Room _____
請於 _____ 之 _____ 時來庭之 _____ 室

DON'T BE LATE!

切勿遲到

Be sure to bring: 請帶備

- 1) Order to Show Cause 陳情令
- 2) Affidavit in Support 支持書
- 3)