

本表翻譯為中文以讓剛理解房屋糾紛資料並協助正確填表。不過由法院面  
只詢問的資料以英文填寫。請用中文填寫。除英文外，法院不接受任何其他語言  
填寫表格。

## CIVIL COURT OF THE CITY OF NEW YORK - HOUSING PART

紐約民事法院 房屋庭

### INSTRUCTIONS

#### FOR THE SERVICE OF AN IN PERSON (PRO SE)

#### ORDER TO SHOW CAUSE AND VERIFIED PETITION (H.P.)

派自我代表陳情及經證明書(H.P.)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 three copies.

法官簽陳情書後，便會將原稿或將原稿借下，並囑咐你

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

書院將經證明書和陳情書的原稿保留，並囑咐你交回。副本需依下述派送

- The first set of copies goes to the landlord. 第一份副本送東
- The second set of copies goes to the Department of Housing Preservation and Development (DHPD) 第二份副本送房屋保護發展局(DHPD)。
- The third set of copies is your set. 第三份副本留你

3. The first set of copies of the *Order to Show Cause* and the *Verified Petition* must be served on the landlord as directed. 第一份陳情書和經證明書必須按指定方法派給東

You may serve the *Order to Show Cause* and the *Verified Petition* by:

閣下可將陳情書和經證明書以下述方式派送

- giving them to the respondent/landlord in person;  
OR, IF PERMITTED BY THE JUDGE  
將其親交給被告/房東 或者 在法官許可下
- mailing them to the respondent/landlord by Certified Mail,  
Return Receipt Requested.  
將其以認證郵件寄回被告/房東

4. You must also mail the second set of copies of both the *Order to Show Cause* and the *Verified Petition*, by Certified Mail, Return Receipt Requested, to:

閣下必須將第二套的陳情書和經證明書以認證郵件寄回給

Department of Housing Preservation and Development  
Housing Litigation Bureau  
100 Gold Street  
New York, NY 10038

5. You must fill out an *Affidavit of Service of Order to Show Cause and Verified Petition* (CIV-LT-25), attach the Certified Mail receipt(s) to it, and sign it in front of either a Notary Public or the Clerk. You must bring the *Affidavit of Service*, with the receipt(s) attached, to the court on the date of the hearing.

閣下必須具一份陳情書及經證明書送達書(CIV-LT-25)，附同認證郵件收據，並當世界公證人面前簽署。閣下必須於日期將送達書連同收據併帶法庭。

6. Normally an inspection of your apartment will be scheduled by the Clerk. In some counties you will have to contact the inspector yourself. Ask the Clerk.

通常會安排檢閱閣下的租期。在些區，閣下需親自與查員聯絡。請書院查詢。

Come to Court at 9:30 A.M, in \_\_\_\_\_ in Room \_\_\_\_\_  
請於上午9時0分前來院在 \_\_\_\_\_ 的 \_\_\_\_\_ 室

**DON'T BE LATE!**

切勿遲到!

- Be sure to bring: 1) Order to Show Cause 陳釋因令  
護票補 2) Verified Petition 經證認書  
3) Affidavit(s) of Service with Certified Mail Receipt(s) attached.  
送達書單同帶認證郵件收據

CIV-LT-66(Revised 3/04)