NEW YORK PRACTICE FORMS

2012-2013 EDITION (See lists of forms below)

Arbitration Matrimonial Law

Buying and Selling a Small Business Mechanics Liens

Commercial Real Estate Mortgage Foreclosures

Corporate and Partnership Mortgages

Criminal Law Probate & Administration of Decedent's Estates

Debt Collection Real Estate Transactions – Residential Property

Elder Law & Special Needs Planning Representing the Personal Injury Plaintiff in NY

Enforcement of Money Judgments Will Drafting

Guardianship Zoning & Land Use

Limited Liability Companies



ARB001	Notice of Petition to Compel Arbitration
ARB002	Petition to Compel Arbitration
ARB003	Notice of Motion to Stay Action and Compel Arbitration
ARB004	Supporting Affidavit on Notice to Stay Action and Compel Arbitration
ARB005	Notice of Motion to Compel Arbitration Pursuant to New York Stock Exchange Rules
ARB006	Supporting Affidavit on Motion to Compel Arbitration Pursuant to New York Stock Exchange Rules
ARB007	Notice of Motion to Stay Arbitration
ARB008	Affirmation in Support of Motion to Stay Arbitration
ARB009	Modification of Arbitration Award
ARB010	Notice of Motion to Confirm Arbitration Award
ARB011	Affidavit in Support of Motion to Confirm Arbitration Award
ARB012	Notice of Motion to Dismiss or Stay the Action Pending Arbitration

Page 1 of 1 DNLD: 2012-13 ARBITRATION

BUY001	Letter of Intent
BUY002	Assets Purchase Agreement
BUY003	Restrictive Agreement
BUY004	Bill of Sale and Assignment
BUY005	Employment Agreement
BUY006	Promissory Note
BUY007	Nondisclosure Agreement
BUY008	Guaranty
BUY009	Closing Memorandum
BUY010	Escrow Agreement
BUY011	Agreement of Assumption and Release
BUY012	Security, Pledge and Escrow Agreement (Stock Purchase)
BUY013	*Limited Guaranty
BUY014	*Closing Checklist
BUY015	Directors' & Shareholders' Resolutions Authorizing the Sale/Purchase of Assets
BUY016	Plan of Liquidation & Dissolution
BUY017	Directors' & Shareholders' Liquidation Resolutions

DNLD: 2012-13 Buying & Selling a Small Business



COMMERCIAL REAL ESTATE

CRE001	*Bargain and Sale Deed with Covenant Against Grantor's Acts (Individual or Corporation) (Form 8007)
CRE001A	Contract of Sale
CRE002	*Quitclaim Deed (Individual or Corporation) (Form 8009)
CRE003	*Executor's Deed (Individual or Corporation) (Form 8010)
CRE004	*Administrator's Deed (Form 8005)
CRE005	Sample Form of Modification, Consolidation and Extension Agreement
CRE006	Sample Memorandum of Lease
CRE007	Satisfaction of Mortgage
CRE-POA	Power of Attorney – New York Statutory Short Form, New York Statutory Gifts Rider and Suggested Modifications
CRE010	*Affidavit of Title (Lender's Form)
CRE011	*Sample F.I.R.P.T.A. Certification
CRE012	*F.I.R.P.T.A. (Foreign Investment in Real Property Tax) Affidavit of Facts Relating to the Withholding of Tax upon the Disposition of United States Real Property Interests Pursuant to 26 U.S.C. §1445(B)(2)
CRE014	*Document Recording Checklist
CRE-255 AFF GENL	Affidavit Under Section 255 Tax Law



CORPORATE & PARTNERSHIP

COR001	Waiver of Notice of Organization Meeting
COR002	Resolutions Adopted by Incorporator
COR003	Waiver of Notice of First Meeting of Board of Directors
COR004	Waiver of Notice of First Meeting of Shareholders
COR005	Waiver of Notice of Annual Meeting of Shareholders
COR006	Waiver of Notice of Special Meeting of the Board of Directors
COR007	Action by Unanimous Written Consent of the Shareholders
COR008	Action by Unanimous Written Consent of the Board of Directors
COR009	Minutes of First Meeting of Shareholders
COR010	Minutes of Annual Meeting of Shareholders
COR011	Minutes of First Meeting of the Board of Directors
COR012	Sample Petition for Dissolution of Corporation under BCL § 1104-a

Page 1 of 1

CRM001	Notice of Appearance
CRM002	Notice of Bail Motion
CRM003	Affirmation in Support of Bail
CRM004	Notice of Omnibus Motion
CRM005	Affirmation
CRM006	Request for a Bill of Particulars
CRM007	Demand for Discovery
CRM008	Mandate of Commitment for Criminal Contept Committed in the Immediate View and Presence of the Court
CRM009	Order to Show Cause (Sample)
CRM010	Arrest Warrant (Sample)
CRM011	Sample Order to Show Cause #1
CRM012	Sample Order to Show Cause #2
CRM013	Sample Order to Show Cause #3
CRM014	Sample Order to Show Cause #4
CRM015	Sample Order to Show Cause #5
CRM016	Sample Mandate of Commitment #1
CRM017	Sample Mandate of Commitment #2

Page 1 of 2 DNLD: 2012-13 CRIMINAL LAW

CRM018 Sample Mandate of Commitment #3

CRM019 Sample Arrest Warrant #1

CRM020 Sample Arrest Warrant #2

CRM021 Sample Arrest Warrant #3

Page 2 of 2 DNLD: 2012-13 CRIMINAL LAW



WHAT IS A **DEBT COLLECTION CASE?**

COL001	Collection Letter - 1
COL002	Collection Leter – 2
COL003	Collection Letter - 3
COL004	*Request for Change of Address (39 CFR 265-266)
COL005	Confirming Letter
COL006-A	Stipulation of Settlerment - 1
COL006-B	Stipulation of Settlerment - 2
COL007	Affirmation of Mailing of Summons (CPLR 3215(g))
COL008	Statement of Service by Mail and Acknowledgment of Receipt
COL009	Order to Sever
COL010	Affidavit in Support of Plaintiff's Claim for Attorneys' Fees
COL011	Order Awarding Attorneys' Fees
COL011A	*Alternate Attorney Fee Application and Order
COL012	Summons – Regular
COL013	Summons – Consumer Credit Transaction
COL014	Statement for Judgment
COL015	Complaint (Goods sold and delivered)
COL016	Verified Complaint (Promissory Note)
COL017	Summons and Motion for Summary Judgment in Lieu of Complaint: Judgment and Order
COL018	*Affidavit of Confession of Judgment
COL019	Alternate Affidavit of Confession of Judgment

COL020 *Affidavit of Mailing (Natural Person) CPLR§3215(g)3

*Affidavit of Mailing (Corporate) CPLR§3215(g)4 COL021

COL022 *Additional Mailing Notice (Corporate) CPLR§3215(g)4



*Power of Attorney – New York Statutory Short Form, New York

Statutory Gifts Rider and Suggested Modifications

ELDR004 #New York Living Will

ELDR008 #Sample Revocable Trust

ELDR009 #Sample Pourover Will

ELDR010 #Sample Irrevocable Trust



GUARDIANSHIP

GUAR001	Person and Property
GUAR002	Petition for Appointment of a Guardian of Person and Property
GUAR003	Order to Show Cause—Application for Appointment of a Special Guardian
GUAR004	Petition for Appointment of a Special Guardian
GUAR005	Order to Show Cause—Application for Appointment of a Guardian with Request for Temporary Restraining Order (TRO) and Injunction
GUAR006	Petition for Appointment of a Guardian with Request for Temporary Restraining Order (TRO) and Injunction
GUAR007	Consent of Court Evaluator
GUAR008	Affidavit of Responsibility of Court Evaluator
GUAR009	Report of Court Evaluator
GUAR010	Order for Independent Medical Expert
GUAR011	Affidavit of Court Evaluator to Retain Independent Medical Expert
GUAR012	Order and Judgment Appointing Guardian of the Person and Property
GUAR013	Order and Judgment Appointing Special Guardian
GUAR014	Oath and Designation of Clerk
GUAR015	Commission to Guardian
GUAR016	Statement Regarding Real Property
GUAR017	Order to Show Cause to Authorize Sale of Real Property
GUAR018	Petition to Request Authorization to Sell Real Property
GUAR019	Order Authorizing Sale of Real Property

Page 1 of 2 DNLD: 2012-13 GUARDIANSHIP

GUAR020	Report of Sale of Real Property
GUAR021	Order to Show Cause to Discover Property
GUAR022	Petition to Discover Property
GUAR023	Initial Report of Guardian
GUAR024	Initial Report of Guardian—Incapacitated Person in Nursing Home
GUAR025	Annual Report of Guardian
GUAR026	Final Report and Account of Co-guardians
GUAR027	Petition for Settlement of Final Account
GUAR028	Order to Show Cause for Approval of Final Account
GUAR029	Order Settling and Approving Final Account
GUAR030	Affidavit in Support of Order for Discharge
GUAR031	Order Discharging Guardian and Surety
GUAR032	Notice of Proceeding

Page 2 of 2 DNLD: 2012-13 GUARDIANSHIP



LIMITED LIABILITY COMPANIES

LLC003	Sample Retainer Agreement in Connection with Formation of LLC
LLC004	Simple Operating Agreement—Delaware LLC with One Member
LLC005	Operating Agreement—New York LLC with Professional Manage
LLC006	Complex Operating Agreement—New York LLC, with Options for Various Situations
LLC007	Operating Agreement of [Delaware] LLC (Manager Managed/SPE Limitations)
LLC008	Operating Agreement of [Delaware] LLC (Member Managed/SPE Limitations)
LLC009	Operating Agreement of, LLC
LLC010	Sample Operating Agreement for PLLC



MATRIMONIAL LAW

MAT001	Statement of Client's Rights and Responsibilities
MAT002	Retainer Letter
MAT002A	Demand for Statement of Net Worth (Demand Only)
MAT003	Demand for Statement and Statement of Net Worth
MAT004	Client/Attorney Certification
MAT005	Letter to Spouse
MAT006	Letter to Client re: Proposed Property Settlement Agreement (Confidential)
MAT006A	Letter to Client re: Proposed Property Settlement Agreement
MAT007	Letter to Attorney re: Proposed Separation Agreement (Open)
MAT008	Letter to the Other Party's Attorney
MAT009	Separation Agreement
MAT010	Letter to Client re: Tax Consequences
MAT011	Answer (Uncontested Action)
MAT012	Plaintiff's Statement of No Barriers
MAT013	Defendant's Statement of No Barriers
MAT014	Summons with Notice
MAT015	Notice to Take Deposition
MAT015A	Notice of Motion to Preclude
MAT015B	Affidavit in Support of Motion
MAT016	Request for Preliminary Conference
MAT017	Statement of Proposed Disposition
MAT018	Attorney's Affidavit of Regularity (Uncontested Action)

Page 1 of 3 # New or changed in this edition

DNLD: 2012-13 MATRIMONIAL LAW

MAT019	Judgment (Uncontested Action)
MAT020	Notice of Entry
MAT021	Plaintiff's First Demand for Discovery and Inspection
MAT022	Witness Subpoena
MAT023	Subpoena Duces Tecum
MAT024	Qualified Medical Child Support Order
MAT025	Notice of Appeal
MAT026	Notice of Settlement
MAT027	Plaintiff's Affidavit in Support of Judgment
MAT028	Support Collection Unit Information Sheet
MAT029	Uncontested Divorce Check List for Court Submission
MAT030	Notice to Provide Expert's Information
MAT031	Corrections to Depositions
MAT032	Notice to Admit Truth of Facts
MAT034	Verified Reply
MAT035	Living Expense (Enter all, no automatic calculations)
MAT036	Prospective Budget (Enter all, no automatic calculations)
MAT038	Complaint – Constructive Abandonment
MAT039	Notice for Preservation of Evidence
MAT040	Consent to Change Attorney
MAT041	Answer with Alternate right of Defendant to Obtain Divorce
MAT042	Notice of Appearance with Demand for Relief
MAT043	Memorandum of Separation Agreement
MAT044	Custody and Visitation Legislation Database Review Information Sheet
MAT045	Verified Complaint

Page 2 of 3 # New or changed in this edition DNLD: 2012-13 MATRIMONIAL LAW

MAT046 Verified Complaint – No Fault with Children

MAT047 Summons with Notice – No Fault

MAT048 # Non-Engagement Letter

MAT049 # Typical Preliminary Conference/Stipulation Letter

Page 3 of 3 # New or changed in this edition DNLD: 2012-13 MATRIMONIAL LAW



MECHANIC'S LIENS

MEC001	Affirmation in Support of Application to Continue Private Lien
MEC002	Extension of Lien on Private Property
MEC003	Notice of Application to Continue Lien
MEC004	Order Continuing Private Lien
MEC005	Satisfaction (or Release) of Mechanic's Lien on a Private Improvement
MEC006	Notice to County Clerk as to Mechanic's Lien Bond Pursuant to Lien Law § 19(4)(a) to Discharge Lien
MEC007	Sample Bond
MEC008	Acknowledgment by Surety and Principal
MEC009	Certificate of Solvency § 1111 Insurance Law
MEC010	Power of Attorney Resolution
MEC011	Nonrevocation Certificate
MEC012	Affidavit of Personal Service of Bond/Undertaking upon Corporation
MEC013	Demand Pursuant to § 38 of the Lien Law
MEC014	Demand for Verified Statement from Trustee under Lien Law § 76
MEC015	Notice of Petition to Require Lien Law § 76 Statement
MEC016	Petition to Require Trustee to Provide Lien Law § 76 Statement
MEC017	Extension of Lien under a Public Improvement
MEC018	Notice of Application to Continue Lien on Public Improvement
MEC019	Attorney's Affirmation to Continue or Extend Public Lien Subsequent to Extension Procedure
MEC020	Order Continuing Public Improvement Lien
MEC021	Satisfaction or Release or Discharge of Lien on Public Improvement

Page 1 of 2 DNLD: 2012-13 MECHANIC'S LIENS

MEC022	Satisfaction of Lien—Public Improvement
MEC023	Notice to Government Agency as to Public Improvement Lien Bond Pursuant to Lien Law § 21(5)
MEC024	Bond Discharging Mechanic's Lien—Public Improvement
MEC025	Acknowledgment by Surety and Principal
MEC026	Certificate of Solvency § 1111 Insurance Law
MEC027	Power of Attorney Resolution
MEC028	Nonrevocation Certificate
MEC028A	Affidavit of Personal Service of Bond/Undertaking upon Corporation
MEC029	Verified Complaint to Foreclose a Mechanic's Lien Filed Against Private Owner
MEC030	Verified Complaint to Foreclose a Public Improvement Lien
MEC031	Notice of Application for Ex Parte Order Discharging by Retention a Lien for a Public Improvement Pursuant to Lien Law § 21(6)
MEC032	Affidavit in Support of Application for Ex Parte Order Discharging Lien for Public Improvement Pursuant to Lien Law § 21(6)
MEC033	Order Discharging by Retention a Lien for Public Improvement Pursuant to Lien Law § 21(6)
MEC034	Notice of Application for Order Requiring Itemized Statement Pursuant to Lien Law § 38 or Cancellation of Lien
MEC035	Verified Petition for Order Requiring Lien Law § 38 Itemized Statement
MEC036	Notice to Commence Action or Show Cause Pursuant to Lien Law § 59
MEC037	Affidavit in Support of Application to Cancel Notice of Lien
MEC038	Order Canceling Notice of Lien
MEC039	Affirmation to Discharge Lien by Deposit
MEC040	Verified Complaint Trust Fund Diversion

Page 2 of 2 DNLD: 2012-13 MECHANIC'S LIENS



MORTGAGE FORECLOSURES

MF001	Notice of Pendency of Action
MF002	Summons (General)
MF002-1	Summons (Residential Property of not more than three units)
MF003	Complaint
MF004	Order of Reference in Mortgage Foreclosure
MF005	Affirmation of Regularity
MF006	Referee's Oath
MF007	Report of Amount Due
MF008	Schedule A—Abstract of Documentary Evidence
MF009	Costs of Plaintiff with Attorney's Affirmation
MF011	Judgment of Foreclosure and Sale
MF012	Affirmation of Service by Mail
MF013	Notice of Foreclosure and Sale
MF014	Terms of Sale
MF015	Upset Calculation
MF016	Referee's Deed
MF017	Referee's Report of Sale
MF018	Statement of Sale
MF019	Order Confirming Referee's Report of Sale
MF020	*Help for Homeowners in Foreclosure Notice
MF021	Notice to Tenants of Buildings in Foreclosure
ME022	*Supplemental Affirmation with Evalenatory Mana



Standard Mortgage Documents

MORT001 Form of Assignment

Commercial Construction Mortgage Documents

MORT002 Completion Guaranty

MORT003 Building Loan Note

MORT004 Building Loan Agreement

MORT005 Building Loan Mortgage

MORT006 Guaranty of all Liabilities and Security Agreement

MORT007 Environmental Certificate and Indemnity Agreement

Non-Recourse Mortgages

MORT008 ** Sample "Exculpatory" Provision

MORT009 Limited Guaranty of Payment of "Non-Recourse Mortgage"

Participators

MORT010 Participation Agreement

Page 1 of 1 # New or changed with this edition DNLD: 2012-13 *MORTGAGES*



PROBATE AND ADMINISTRATION OF DECEDENT'S ESTATES

PRB-A-1	*Petition for Letters of Administration (Form A-1)
PRB-A-2	*Administration Citation (Form A-2)
PRB-A-3	*Notice of Application for Letters of Administration (Form A-3)
PRB-A-4	*Affidavit of Mailing Notice of Application for Letters of Administration (Form A-4)
PRB-A-5	*Notice to Consul General (Form A-5)
PRB-A-6	*Decree Appointing Administrator (Form A-6)
PRB-A-7	*Affidavit of Regularity (Form A-7)
PRB-A-8	*Waiver of Citation, Renunciation and Consent to Appointment of Administrator (Individual) (Form A-8)
PRB-A-9	*Waiver of Citation and Consent to Appointment of Administrator (Corporation) (Form A-9)
PRB-A-10	*Affidavit of Service of Citation (Adult) (Form A-10)
PRB-P-1	*Petition for Probate (Form P-1)
PRB-P-2	*Application for Preliminary Letters Testamentary (Form P-2)
PRB-P-2-Consent	*Consent and Designation of Corporate Preliminary Executor (Inside New York State)
PRB-P-3	*Affidavit of Attesting Witness (Form P-3)
PRB-P-4	*Waiver of Process; Consent to Probate (Form P-4)
PRB-P-5	*Probate Citation (Form P-5)
PRB-P-6	*Notice of Probate (Form P-6)
PRB-P-7	*Affidavit of Service of Citation (Form P-7)
PRB-P-8	*Application to Dispense with Testimony of Attesting Witness (Form P-8)

- PRB-P-9 *Affidavit Proving Handwriting (Form P-9)
- PRB-P-10 *Renunciation of Nominated Executor and/or Trustee (Form P-10)
- *Renunciation of Letters of Administration c.t.a. and Waiver of Process PRB-P-11 (Form P-11)
- *Affidavit of No Debt (Form P-12) PRB-P-12
- PRB-P-13 *Affidavit of Comparison (Form P-13)
- PRB-AttCert *Attorney's Certification in Probate Proceeding
- PRB-Decree *Decree Granting Probate
- PRB-207-20 *Inventory of Assets (Rule 207.20)



REAL ESTATE TRANSACTIONS RESIDENTIAL

RE001	Blank Worksheet for Estimating Closing Costs
RE002	Attorney's Checklist—Action Prior to, at Time of, and Subsequent to Closing
RE002A	*Residential Contract of Sale (NYSBA/NYSLTA/ABCNY/NYCLA)
RE003	*Contract of Sale (NYBTU Form 8041)
RE003A	*Property Condition Disclosure Statement
RE004	*Lead Paint Disclosure Form for Housing Sales
RE005	*Lead Paint Disclosure Form for Housing Rentals and Leases
RE006	Rider Clauses to Contract of Sale—Purchaser
RE007	Holdover Agreement (Short Form)
RE008	Holdover Agreement (Long Form)
RE009	Occupancy Agreement
RE010	*Acceleration Affidavit—To Postpone Condition Requiring Borrower to Sell Current Residence
RE011	Attorney's Affidavit of Compliance
RE012	Warranty Deed with Full Covenants
RE013	Bargain and Sale Deed, with Covenant Against Grantor's Acts (Individual or Corporation)
RE014	Bargain and Sale Deed, Without Covenant Against Grantor's Acts
RE015	Quitclaim Deed (IRS-8009)
RF016	Executor's Deed (NVRTII-8010)

RE016A	Administrator's Deed
RE017	Referee's Deed in Foreclosure
RE018	F.I.R.P.T.A. Non-Foreign Certification by Individual Transferor
RE019	*F.I.R.P.T.A. Affidavit of Facts Relating to the Withholding of Tax upon the Disposition of United States Real Property Interests Pursuant to 26 U.S.C. 1445(B)(2)
RE019-1	*F.I.R.P.T.A. Certification of Nonforeign Status by Corporation, Partnership, Trust or Estate
RE020	Undertaking/Indemnity for Transfer Tax by Transferee and Its Designated Title Agency
RE021	Rider Clauses to Contract of Sale—New Construction
RE022	Rider Clauses to Contract of Sale—Condominium Unit
RE022A	*Contract of Sale—Cooperative Apartment
RE022B	*Contract of Sale – Condominium Unit
RE023	Rider Clauses to Contract of Sale—Cooperative Apartment
RE024	Brokerage Agreement—Seller
RE025	Blank Worksheet Form for Calculating Seller's Closing Costs
RE026	Rider Clauses to Contract of Sale—Seller
RE027	*Seller's Attorney's Transmittal Letter
RE028	Phraseology of Typical Title Report Exceptions
RE029	*Certification for No Information Reporting on the Sale or Exchange of a Principal Residence
RE030	Sample of "No Other Name" and "No Judgments" Affidavit Submitted for Clearance of Title—Exceptions Raised
RE031	Natural Person Mortgagee—Affidavit of Exemption § 253(1-a)
RE032	* Power of Attorney – New York Statutory Short Form, New York Statutory Gifts Rider and Suggested Modifications

RE035	*An Act to Amend the Real Property Law - Disclosure Regarding Real Estate Agency Relationship (ch 549)
RE036	Addendum to Contract for Purchase and Sale
RE037	Help for homeowners in Foreclosure
RE038	*Buyer Retainer Letter
RE039	*Seller Retainer Letter
RE040	*Disclosure Statement
RE041	*Privacy policy Notice
RE043	*Authorization to Release Information
RE044	*Title Insurance and You
RE045	*Is Title InsuranceWorth the Extra Cost?
RE046	*What Does a Survey Do For Me?
RE048	*Investor Addendum
RE049	*Uniform Acknowledgement In State
RE050	*Uniform Acknowledgement Out of State
RE051	*Subscribing Witness Acknowledgement In State
RE052	* Subscribing Witness Acknowledgement Out of State
RE053	*Columbia County Supplemental Real Estate Transfer Tax Return
RE054	*Peconic Bay Region Community Preservation Fund
RE055	*Town of Warwick Community Preservation Fund (CPF) Transfer Tax
RE056	*Town of Red Hook Transfer Tax - Community Preservation Fund
RE057	*Affidavit of Title
RE058	*Judgment Affidavit
RE059	*Fence and Boundary Affidavit
RE060	*Survey Affidavit

- RE061 *Affidavit as to Power of Attorney Being in Full Force
- RE062 Occupancy Agreement for Seller in Possession After Closing
- RE063 *Mortgage Note (Fixed Rate)
- RE064 *Mortgage Note (NYBTU Form 8011)
- RE065 *Mortgage
- RE066 *Mortgage (Statutory Short Form M)
- RE067 *Combined Note and Mortgage
- RE068 *Affidavit of Exemption (Tax Law §253(1-A))
- RE069 *Cayuga County Clerk's Recording Page
- RE070 *Fulton County Recording Page
- RE071 *Hamilton County Recording Page
- RE072 *Orange County Clerk's Office Recording Page
- RE073 *Oswego County Recording Page
- RE074 *Ostego County Recording Page
- RE075 *Putnam County Recording Page
- RE076 *Schenectady County Recording Page
- RE077 *Suffolk County Recording Page
- RE078 *Tioga County Recording Page
- RE079 *Westchester County Clerk Recording Sheet
- RE080 *Sample Closing Statement
- RE081 *Recording Fees, Mortgage Tax Rate and County Cover Sheet
- RE082 *City of Yonkers Transfer Tax Form
- RE083 *City of Mount Vernon Transfer Tax Form and Instructions
- RE084 *City of Peekskill Real Property T^ransfer Tax and Instructions

RE085	*General Offices, Addresses and Telephone Numbers for Assistance in Disposing of Matters Raised in the Title Report
RE086	*Statutes of Limitations Chart
RE413	Broker's Offer Memorandum — Fact Sheet
RE415	Estimate for Closing Costs — Purchaser
RE417	Resource Guide to Addresses and Numbers for Credit Report Information
RE418	Resource Guide to Agencies and Numbers for Home Environmental Health and Safety Information
RE419	*Sample Heating Oil Underground Storage Tank Test Report
RE421	Estimate of Closing Costs — Seller
RE423	Contents of Affidavit Seeking to Discharge Mortgage Where Lender Failed to Provide Satisfaction
RE425	Transitional Rules and Procedures Until Torrens System Abolished
RE427	Resources for Senior Citizen Homeowners
RE429	Sample Schedule A — Condominium Unit Description
RE431	Statute of limitations Chart
RE433	Acceptance of Statutory Short-Form Power of Attorney – Sample Letter
RE435-A	Uniform Form Certificate of acknowledgement (within New York State)
RE435-B	Uniform Form Certificate of Proof of Execution by Subscribing Witness(es) for Instruments Relating to Property in New York
RE437	*Sample Retainer Letters
RE461	*Privacy Policy Notice
RE-fact sheet	*EPA/HUD Lead Paint Fact Sheet
RE-HUD-1	*Settlement Statement (Form HUD-1)
RE-lead brochure	*Protect Your Family from Lead in Your Home pamphlet
RE-SMOKEALARM	*Smoke Alarm and Carbon Monoxide Detector Affidavit

RE-TAX-Dates	*Westchester County Property Tax Payment Dates



REPRESENTING THE PERSONAL INJURY PLAINTIFF IN NEW YORK

A. Intake and Client Retention

PI001 Sample Client Interview Sheet

PI002 *Statement of Client's Rights

PI003 *Statement of Client's Responsibilities

PI004 Judicial Conference Retainer Statement

B. Investigation and Securing of Medical and Other Records

HIPAA Compliant Unlimited Authorization for Plaintiff's Counsel to PI005

Secure Client's Records

*HIPAA Compliant Limited Authorization Sent by Plaintiff's Counsel PI006 to Defense Counsel or Defense Representative to Allow Release of

Records, but without Conversation or Other Communication

Letter from Plaintiff's Counsel to Doctor's Office Explaining HIPAA, PI007 Enclosing HIPAA Compliant Authorization, and Detailing What Is

Being Requested

PI007A Plaintiff's Arons/Porcelli Speaking Authorization for Defendants

C. Automobile Negligence and Insurance Related Forms

PI008 Underinsured/Uninsured Notification Letter

PI009 Sample New York No-Fault Computation Sheet

PI010 Request for Driving Abstract

PI011 Letter of Representation to Defendant Owner and Driver

Pre-Suit Demand Letter for Insurance Information Under Insurance Law PI012 § 3420(f)(2)(A)

D. Commencing the Litigation

PI035 *Court Summons Certificate of Merit (No Issue with Statute of Limitations) for Medical PI013 Malpractice Action Verified Summons and Complaint in a Medical Malpractice Action PI014 Involving Wrongful Death of an Infant with Attorney Verification PI015 Notice of Commencement of Medical Malpractice Action Verified Summons and Complaint in an Automobile Negligence Case for PI016 Individual Plaintiff and Attorney Verification E. Discovery and Amplification of Pleadings Plaintiff's Verified Bill of Particulars in a Medical Malpractice Action PI017 Involving Wrongful Death of an Infant PI018 Plaintiff's Notice of Availability for Physical Examination PI019 Plaintiff's Notice to Admit Plaintiff's General Combined Demands with a Demand for a Verified PI020 Bill of Particulars on Defendant's Affirmative Defenses Plaintiff's Notice to Produce Documents in a Product Defect Case with PI021 Jurisdictional and Successor Liability Issues as to Certain Defendants Plaintiff's Combined Discovery Demands and Notice for Discovery and PI021A Inspection in Medical Malpractice Case Deposition Exhibit Log PI038 F. Trial and Verdict PI036 Notice of Issue, Certificate of Readinesss and Verification PI037 Certificate of Readiness and Verification PI022 Trial Exhibit List (Internal Use Only) PI023 Trial Notebook Index (Internal Use Only) Jury Selection Record (Internal Use Only) PI024 PI025 Trial Schedule

PI026 Plaintiff's Request to Charge in a Medical Malpractice Case

- PI027 Plaintiff's Request to Charge in a Motor Vehicle Negligence Case
- Plaintiff's Proposed Verdict Sheet in a Medical Malpractice Case PI028

G. Settlement and Closing of Case

- PI029 General Release
- Standard Stipulation of Discontinuance
- CPLR 5003-a Letter to Defendant Transmitting Settlement Documents
- PI032 Judicial Conference Closing Statement
- PI033 Client Disbursement Accounting

WIL002	Dual Representation Letter
WIL003	Separate Representation Letter
WIL004	Sample Last Will and Testament with Affidavit for Attesting Witnesses
WIL005	Will Execution Checklist
WIL006	Health Care Proxy and Living Will
WIL007	Fact Gathering Checklist

Page 1 of 1 # New or updated with this edition DNLD: 2012-13 WILL DRAFTING.



ZONING AND LAND USE

ZON001	Amendment to Zoning Local Law
ZON002	Application for Appeal to the Zoning Board of Appeals
ZON003	Application for Change in Zoning
ZON004	Application for Public Access to Records and Response
ZON005	Application for Public Access to Records and Response (Alternate Form)
ZON006	Area Variance Denied (Setback)-Sample Appeal Action
ZON007	Area Variance Granted (Setback)-Sample Appeal Action
ZON008	Area Variance: Insufficient Front Footage
ZON009	Area Variance: Insufficient Height
ZON010	Area Variance: Maximum Lot Coverage
ZON011	Basic Form for Complaint, Violation of Zoning Ordinance
ZON012	# Code Violation Letter from Attorney
ZON013	Compliance Order to Remedy Violation of Uniform Fire and Building Code
ZON014	Contract – Zoning to Accommodate Rezoning for Senior Housing Project
ZON015	Determination of Type II Action
ZON016	Determination that Proposed Activity Does Not Require Environmental Review
ZON017	Environmental Notice Bulletin Form
ZON018	Form for Use Variance Findings
ZON019	General Release and Indemnification Agreement to Accommodate Site Plan Review for Environmental Remediation
ZON020	Information Regarding Zoning Ordinance Violation
ZON021	Interpretation of Zoning Ordinance-Sample Appeal Action
ZON022	Lead Agency Notice to Other Interested Agency
ZON023	Letter to County Department of Planning Requesting Review of Variance Application
ZON024	[#] Local Law Establishing Training for Planning Board and Zoning Board of Appeals
ZON025	Local Law Permitting Appointment of Ad Hoc Temporary Members to Zoning Board of Appeals

Page 1 o f 3 # New or changed with this edition

DNLD: 2012-13 ZONING & LAND USE

ZON026	Map Endorsement-Subdivision Regulations
ZON027	Model Conditioned Negative Declaration of Significance
ZON028	Model Special Use Permit
ZON029	Notice of Adoption of Zoning Local Law (Village)
ZON030	Notice of Public Hearing re Interpretation of Zoning Ordinance or Alternative Variance
ZON031	Notice of Public Hearing: Planning Board Site Plan Review (Model)
ZON032	* Notice of Public Hearing: Zoning Board of Appeals Area Variance (Model)
ZON033	Order to Remedy Violation of Zoning Local Law
ZON034	Planning Board Procedure for Assignment of Alternate Members
ZON035	Preliminary Response to Request
ZON036	Rehearing-Notice of Public Hearing re Zoning Board of Appeals Decision
ZON037	Request Letter
ZON038	Resolution Accepting Contract - Zoning to Accommodate Rezoning for Senior Housing
ZON039	Resolution Accepting Declaration of Covenants and Restrictions (Model)
ZON040	Resolution Adopting Zoning Local Law (Village)
ZON041	Resolution Appointing Planning Board
ZON042	Resolution Designating Approved Training Courses for Members of Planning Board and Zoning Board of Appeals
ZON043	Resolution of Adoption of Local Law
ZON044	Resolution that Zoning Determinations Be Filed with Municipal Clerk
ZON045	Resolution Waiving Training Requirements for Planning Board and Zoning Board of Appeals Members
ZON046	Response to Request
ZON047	Section 239 Review Submission Form
ZON048	Sections 239-1 and 239-m Application
ZON049	Site Plan Denial
ZON050	Special Permit Granted-Sample Appeal Action
ZON051	Special Use Permit, Granted with Conditions
ZON052	Use Variance Denied-Sample Appeal Action
ZON053	Use Variance Granted-Sample Appeal Action

Page 2 o f 3 # New or changed with this edition DNLD: 2012-13 **ZONING & LAND USE**

ZON054	Violations Letter from Code Enforcement Officer
ZON055	Zoning Amendment (With Determinations)
ZON056	Zoning Board of Appeals Decision re Use Variance (Alternate Form)Sample Appeal Action
ZON057	Zoning Board of Appeals Minutes, Area Variance Model
ZON058	Zoning Board of Appeals Minutes, Use Variance Model
ZON059	Zoning Board of Appeals Procedure-Sample Flowchart

Page 3 o f 3 # New or changed with this edition DNLD: 2012-13 **ZONING & LAND USE**