

SUPREME COURT OF THE STATE OF NEW YORK

COUNTY OF _____*

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MARY JONES,

Plaintiff,

Index No. ___/____

-against-

**NOTICE TO TAKE
DEPOSITION UPON
ORAL EXAMINATION**

JOHN JONES,

(Assigned to Justice Smith)

Defendant.

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S I R:

PLEASE TAKE NOTICE, that pursuant to CPLR Article 31, the testimony upon oral examination will be taken of John Jones, whose address is 1234 Main Street, Mineola, New York 11501, before a notary public who is not an attorney or employee of an attorney for any party or prospective party herein and is not a person who would be disqualified to act as a juror because of interest or because of consanguinity or affinity to any party herein, at the offices of Attorney & Attorney LLP, 1 Attorney Avenue, Attorney City, New York 11501, on July 17, 20__* at 10:00 a.m. with respect to evidence material and necessary in the prosecution or defense of this action; and

PLEASE TAKE FURTHER NOTICE that the said person to be examined is required to produce at such examination the items set forth on the annexed RIDER, for the period commencing from ___ through the date of the examination or any adjourned date of the examination.

Dated: Garden City, New York
June 27, 20__

Yours, etc.

Attorney & Attorney, LLP

by: _____

Attorney A. Attorney

TO: [name and address of adversary]
Attorneys for Plaintiff

Office and P.O. Address

Attorney Avenue

Attorney City, New York 11501

Tel. (000) 000-0000

SAMPLE