

SUPREME COURT, CIVIL BRANCH
BRONX COUNTY
851 Grand Concourse

Help Center
Room 121,

How to Respond to a Summons and Complaint

Note: All persons involved in a lawsuit should consult an attorney. This office gives you information, forms and instructions on court procedures. As an office of this court, we cannot give legal advice or act as your advocate.

Once a **summons and complaint** or **summons with notice** have been served, a defendant must respond in writing within a limited period of time. The response is sent to the plaintiffs attorney or directly to the plaintiff, if the plaintiff is appearing is self represented. The written response must be made within 20 days of personal service, or within 30 days of the time when service by any other means is complete. If the defendant fails to respond he or she is in **default** and plaintiff may be able to obtain a **default judgment** against the defendant.

A. How a Default Judgment is Obtained

There are two ways for a plaintiff to obtain a **default judgment**.

The first is by applying to the Judgment Clerk in the County Clerk's Office. This may only be done when the plaintiffs summons and complaint or summons with notice seek money damages only, and no other form of relief. Plaintiff must submit his or her detailed affidavit of facts together with proof of service of the legal papers upon defendant(s). This affidavit explains the facts of the case and shows that a summons with notice or summons and complaint were properly served and establishes that defendant is in default. The affidavit also explains how the sum sought is calculated.

The second way a plaintiff obtains a default judgment is to apply to the Court (a Judge) for a default judgment. This is done by preparing a **motion for a default judgment**. A Request for Judicial Intervention (RJI) is required to obtain the assignment of a Judge to a case . This motion must also prove the merit of the case, the sum due and have an affidavit of service attached to establish that the defendant is in default. If the motion papers are in proper form and there is no opposition from defendant, or if opposition is unconvincing, the court is likely to grant the motion and a judgment against the defendant will shortly follow.

B. How to Avoid a Default

To avoid a default, where a summons with notice was served, a defendant must prepare a

written response (a **notice of appearance**) to the summons, and have it served on the plaintiff within the applicable deadline. A **notice of appearance** indicates that the defendant intends to oppose the lawsuit. This form states the name of defendant's attorney, or indicates that the defendant will appear on his or her own behalf. A corporation must appear through an attorney. See Civil Practice Law and Rules(CPLR) 321(a).

A defendant must have plaintiff served with a copy of the **notice of appearance** (see attached). The **original**, with proof of service, must be timely filed in the County Clerk's Office, Room 118, 1st floor, to avoid defaulting.

If the defendant has been served with a **summons with notice**, which lacks any details about the plaintiffs claims, the notice of appearance usually includes a **demand for a complaint**. The **complaint** describes the plaintiffs case in detail. This demand requires plaintiff to have defendant served with the **complaint** within 20 days from the date of service of the **demand**.

Once a complaint has been served, either with a **summons** or in response to a **demand for a complaint**, the defendant must respond by having the plaintiff served with an **answer** or a **motion**, usually, a **motion to dismiss**.

C. The Answer

An **answer**, like a complaint, states a party's position regarding the case.

First, the answer contains the caption of the case. The body of the answer consists of a series of numbered paragraphs. A defendant must respond to each allegation in the complaint by either:

- a) admitting its truth; **or**
- b) denying its truth; **or**
- c) denying that defendant has sufficient knowledge or information to know whether the allegation is true or false.

The law treats each allegation of a complaint that is not responded to, as having been admitted.

The answer may, and sometimes must, contain **affirmative defenses**. A defendant needs to be careful not to waive (give up) any defenses. See CPLR 3211(e) and CPLR 3018(b). Certain defenses, such as lack of proper service of the summons and complaint, are waived if the defendant does not either assert them in a written answer or by making a motion to dismiss prior to service of an answer. See CPLR 3211.

An answer to the complaint may also contain a **counterclaim**. A counterclaim seeks relief (for example, money damages) against the plaintiff. Counterclaims should be set forth in a separate section, following the portion of the answer described above. Counterclaims resemble the format of a complaint.

A defendant may assert claims against a fellow defendant or several defendants. These are known as **cross-claims** and also follow the initial responses contained in the answer.

Generally, if the complaint has been sworn to (verified), then the answer must be verified as well. See CPLR 3020. In any event, the answer must be signed by defendant's attorney or by defendant if self-represented.

A copy of the answer must be served upon the plaintiff's attorney or upon a pro se plaintiff, and upon all other parties. Unlike service of papers initiating a lawsuit, an answer may be served by mail by someone (not you) over the age of eighteen, who is not a party to the case. See CPLR 2103(a). A sample of an affidavit of service is attached. The **original answer** with the **original affidavit of service** must then be timely filed in the County Clerk's Office, Room 118.

D. The Motion to Dismiss

A **motion** is a request to the court that is made within an existing lawsuit and that seeks to have the court take some action concerning that lawsuit. As of July 14, 2003, a filing fee of \$45 is required to be paid when submitting a motion to the court.

A **motion to dismiss** may be used when a defendant believes the complaint fails to state a basis for a legal claim; or that the summons or summons with notice were not properly served; or that the lawsuit was not commenced on time; or for some other appropriate reason.

Instead of responding to the complaint with an answer, the defendant may make a motion to dismiss the complaint. This motion must be made in timely fashion or the defendant will be in default.

A timely motion to dismiss pursuant to CPLR 3211(a) extends a defendant's time to serve the answer. If the motion is **denied**, the case will continue, and the defendant must prepare an answer and have it served within 10 days from the date that the order denying the motion is served by the plaintiff upon the defendant, with **notice of entry**. See CPLR 3211(f). A **notice of entry** is a simple, one sentence notice which informs the defendant when the County Clerk's Office (the custodian of the files of the Supreme Court) "entered" (made a record of) the order.

For information on making a motion, see the pamphlet, How to Make a Motion, available in Room 121.

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF BRONX**

-----X

Plaintiff

-against-

Defendant

-----X

INDEX NO. _____

**NOTICE OF APPEARANCE
AND DEMAND FOR
VERIFIED COMPLAINT**

PLEASE TAKE NOTICE, that the Defendant, _____,
hereby appears in the above-entitled action and demands that the Verified Complaint and all
papers in this action be served upon the undersigned at the address stated below.

Dated: _____, 20

Defendant, Pro Se

Name: _____

Address: _____

Phone: _____

To: Plaintiff / Attorney for Plaintiff

Print or type, double spaced, using black ink only.

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF BRONX

Index Number _____

Plaintiff

-against-

ANSWER

Defendant

As and for his/her answer to the complaint herein, the Defendant, _____
_____ respectfully shows and alleged as follows:

- _____. General Denial
- _____. Admits the truth of the allegations of paragraph(s) _____ of the complaint.
- _____. Denies knowledge or information sufficient to form a belief as to the truth of the allegations of paragraph(s) _____ of the complaint.
- _____. Denies the allegations of paragraph(s) _____ of the complaint.

Affirmative Defenses

Counterclaims

WHEREFORE, Defendant prays that this Court dismiss the complaint of the plaintiff herein, with costs and disbursements to Defendant, together with any other relief the Court finds to be just and proper.

Dated: _____

Signature _____

Print name _____

Address _____

VERIFICATION

STATE OF NEW YORK

COUNTY OF BRONX:

_____, being duly sworn, deposes and says:

I am the defendant in the above-entitled action. I have read the foregoing answer and know the contents thereof. The same are true to my knowledge, except as to matters therein stated to be alleged on information and belief, and as to those matters I believe them to be true.

I, _____ (**print name**), affirm on this _____ day of _____, 20____ under the penalties of perjury, under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

Signature

[Print in black ink to fill in the spaces next to the instructions]

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF BRONX

Plaintiff(s)/Petitioner(s),

- against-

Defendant(s)/Respondent(s).

Index Number

NOTICE OF MOTION

PLEASE TAKE NOTICE that upon the attached affirmation of _____ **[your name]**, affirmed _____, 20____, [date Affirmation in Support signed], and the exhibits attached to the affirmation, and upon all proceedings in this case to date, the plaintiff(s)/ defendant(s) **[circle one and give name of party making this request]** _____ will move this Court at 9:30 A.M. on the _____ day of _____ 20____, **[return date]** at the Courthouse, 851 Grand Concourse, Bronx, New York, in the Motion Support, Clerks Office Room 217, for an order, pursuant to _____ [insert Statute that applies], granting the following relief to the movant(s):
[briefly describe what you are asking the Court to do]

and for granting such other and further relief as this Court may deem just and proper.

PLEASE TAKE FURTHER NOTICE, that pursuant to Civil Practice Law and Rules 2214(b), you are hereby required to serve copies of your answering affidavits/affirmations on the undersigned no later than the seventh day prior to the date set above for submission of this motion.

[For this paragraph to apply, motion papers must be served by personal delivery no later than 16 days before the return date].

Bronx, New York

Dated _____, 20____

Respectfully submitted,

[sign your name]

[print your name, address and telephone number]

To: Attorney for Plaintiff(s) / Defendant(s) **[circle one]**

[print name, address, telephone number]
[print name, address, telephone number]

3. [If you are moving by Order to Show Cause you must fill in this paragraph.] No prior application has been made for the relief sought herein except: **[List all prior requests for the same relief made in this or any other court and the results of those applications. Use more paper if needed. If no prior requests have been made, write "none"]**.

WHEREFORE, I respectfully request that this motion be granted, and that I have such other and further relief as may be just and proper.

(Signature)

Affirmed this _____ day of _____, 20____, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

[Sign your name]

[print your name]

Instructions: This affirmation is to be completed by the person who served legal papers AFTER a case has been initiated. It is not for use for service of initiating papers, subpoenas. Check the relevant statutes to your case to see if there are any special service requirements. If you are serving an Order to Show Cause, be sure to follow the service instructions provided in the Order. PRINT LEGIBLY or TYPE in BLACK INK ONLY to fill in the spaces next to the instructions.

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF BRONX

-----X

[Fill in name(s)] Plaintiff(s)/Petitioner(s)

Index No. _____ / 20__

- against -

AFFIRMATION OF SERVICE

[Fill in name(s)] Defendant(s)/Respondent(s)

-----X

STATE OF NEW YORK

COUNTY OF _____

I, _____, [name of person who served papers] affirm:

(1) I am over 18 years of age and am not a party to this case.

(2) I reside at _____ [your address].

(3) On _____, 20____, [date of service], at _____ AM/PM [time of day], I served the attached papers entitled _____ [identify the papers served], on _____, [name of person served].

(4) I served the papers in the manner indicated below: [Check appropriate box and fill in respective blanks].

(a) **Personal Service** By delivering a true copy of each to the defendant personally at _____ [address]. I knew the person served to be the person named in those papers because: _____

_____ [How did you know this person? Also Complete #5].

(b) **Substituted Service** By delivering a true copy of each to _____, [Name of person served. Also Complete # 5] a person of suitable age and discretion, at the actual place of business, dwelling house, or usual place of abode in the state, **and** I also enclosed a copy of the above papers in a postpaid, sealed envelope properly addressed to defendant's last known residence or actual place of business, located at _____ [address], and I deposited the envelope in a post office depository under the exclusive care and custody of the United States Postal Service within New York State on _____ [date of mailing].

(c) **Mail** I served the papers by depositing a true and accurate copy in a sealed post-paid envelope and depositing the envelope in an official depository under the exclusive care and control of the United States Postal Service located within the State of New York. Said envelope was addressed to the following party/parties at the address(es) designated as follows:

(d) **Corporation** _____ [name of business], a domestic corporation, by delivering a true copy of each to _____ [Name of person served. Complete #5] _____ [Person's job title]. I knew the corporation to be that listed in the papers served and I knew the title of person named above and that he/she was authorized to accept service because _____

(e) **Other [describe manner of service]:** _____

(5) **Description** (Use with a, b, and d) My perception of the person served was as follows:

NOTE: Please select the gender designation that most closely matches your perception of the person's gender.

Gender	Race	Age	Height	Weight
<input type="checkbox"/> Male	<input type="checkbox"/> Asian	<input type="checkbox"/> Under 21 years	<input type="checkbox"/> Under 5'0"	<input type="checkbox"/> Under 100 lbs
<input type="checkbox"/> Female	<input type="checkbox"/> Black/African American	<input type="checkbox"/> 21-35 years	<input type="checkbox"/> 5'0" – 5'3"	<input type="checkbox"/> 100-130 lbs
<input type="checkbox"/> X	<input type="checkbox"/> Middle Eastern/North African	<input type="checkbox"/> 36-50 years	<input type="checkbox"/> 5'4" – 5'8"	<input type="checkbox"/> 131-160 lbs
	<input type="checkbox"/> Native American/Alaskan	<input type="checkbox"/> 51-65 years	<input type="checkbox"/> 5'9" – 6'0"	<input type="checkbox"/> 161-200 lbs
	<input type="checkbox"/> Native Hawaiian/Pacific Islander	<input type="checkbox"/> 65-80 years	<input type="checkbox"/> 6'1" – 6'4"	<input type="checkbox"/> 201-240 lbs
	<input type="checkbox"/> White	<input type="checkbox"/> Over 80 years	<input type="checkbox"/> Over 6'4"	<input type="checkbox"/> 241-280 lbs
	<input type="checkbox"/> Other			<input type="checkbox"/> Over 280 lbs
Eye Color	Hair Color	Hair Length	Facial Hair	
<input type="checkbox"/> Amber	<input type="checkbox"/> Black	<input type="checkbox"/> Bald	<input type="checkbox"/> None	
<input type="checkbox"/> Blue	<input type="checkbox"/> Blond	<input type="checkbox"/> Balding	<input type="checkbox"/> Goatee	
<input type="checkbox"/> Brown	<input type="checkbox"/> Brown	<input type="checkbox"/> Crewcut	<input type="checkbox"/> Full beard (short)	
<input type="checkbox"/> Gray	<input type="checkbox"/> Gray	<input type="checkbox"/> Short	<input type="checkbox"/> Full beard (long)	
<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Medium	<input type="checkbox"/> Mustache	
<input type="checkbox"/> Hazel	<input type="checkbox"/> White	<input type="checkbox"/> Shoulder-length	<input type="checkbox"/> Sideburns	
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Long		

Other identifying features, if any (specify): _____

I, _____ [Print Name], affirm this _____ day of _____, 20____, under the penalties of perjury, under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

[Server's signature]