

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_

-----  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Names of Plaintiff(s)/Petitioner(s))

VS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Names of Defendant(s)/Respondent(s))

AFFIDAVIT OF SERVICE

Index No. \_\_\_\_\_

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STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_ SS:  
(County where notarized)

I, \_\_\_\_\_ being duly sworn says:  
(Insert name of person who serves papers)

I am not a party to the action, am over 18 years of age.

I reside at \_\_\_\_\_  
(Insert street address, city/town/village, state and zip code)

On \_\_\_\_\_, 20\_\_\_\_, I served a true copy of the following papers,  
(Date papers served)

\_\_\_\_\_ which are attached to this affidavit, in the  
(Identify the papers served)

following manner: (check & complete one area below)

\_\_\_\_\_ By personally delivering the papers to: \_\_\_\_\_  
(Insert name of person served)

at \_\_\_\_\_  
(Insert street address, city/town/village, state and zip code)

**PERSONAL  
SERVICE**

The individual I served had the following characteristics: (fill in applicable information)

Male  Female  Skin Color \_\_\_\_\_ Hair Color \_\_\_\_\_

21-34 yrs. 35-50 yrs. 51-61 yrs. Over 61 yrs.

120-150 lbs. 151-181 lbs. Over 182 lbs.

Approximate height \_\_\_\_\_

Other distinguishing features \_\_\_\_\_

\_\_\_\_\_ By mailing the same in a sealed envelope, with postage prepaid  
**MAIL** thereon, in a post-office or official depository of the U.S. Postal Service within the  
State of New York, addressed to the last-known address of the addressee(s) as  
indicated below:

\_\_\_\_\_ By depositing the same with an overnight delivery service in a wrapper properly  
**OVERNIGHT** addressed. Said delivery was made prior to the latest time designated by the  
**DELIVERY** overnight delivery service for overnight delivery. The delivery service used was  
**SERVICE**

\_\_\_\_\_. The name(s) and address(es) of person(s) served  
(Insert name of delivery service used)  
are indicated below:

Name	Street address	City/town/village, state, zip code
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
(Sign your name in the presence of a Notary Public)

\_\_\_\_\_  
(Print your name)

Sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public