

INSTRUCTIONS FOR SERVICE OF THE NOTICE OF APPEAL

- ▶ A PARTY TO THE ACTION CANNOT SERVE THE NOTICE OF APPEAL. IT **MUST** BE SERVED BY SOME OTHER PERSON 18 YEARS OR OLDER (CPLR 2103 (a)).
- ▶ In the event the opposing party is represented by an attorney, the Notice of Appeal must be served on the attorney AND the opposing party.
- ▶ After Personal Service or Service by Mail has been completed, an Affidavit of Service (**see form attached**) must be completed for each person that was served and sworn before a Notary Public.
- ▶ The completed Affidavit(s) of Service must be filed with the City Court along with the Notice of Appeal.