

Request for Preliminary Conference

vs. *Plaintiff(s)* Attorney(s) for
Post Office Address & Tel. No.

Defendant(s)

Service of a copy of the within is hereby admitted

Dated,

Attorney(s) for

STATE OF NEW YORK, COUNTY OF

ss.:

I, being sworn, say; I am not a party to the action, am over 18 years of age and reside at

On I served the within

- Service By Mail** by depositing a true copy thereof enclosed in a post-paid wrapper, in an official depository under the exclusive care and custody of the U.S. Postal Service within New York State, addressed to the following person at the last known address set forth after the name:
- Personal Service on Individual** by delivering a true copy thereof personally to the person named below at the address indicated. I know the person served to be the person mentioned and described in said papers as a party therein:
- Leaving at residence** by leaving a true copy thereof at the residence within this State of the person named below at the address indicated with a person of suitable age and discretion.

Sworn to before me on

The name signed must be printed beneath