

Instructions: This affidavit must be used for service of a Summons and Complaint, a Summons with Notice, a Notice of Petition and Verified Petition, an Order to Show Cause and Verified Petition or Subpoena. Print to fill in the spaces next to the instructions.

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF WESTCHESTER

-----X

Index No.

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

_____/_____

- against -

AFFIDAVIT OF SERVICE

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

OF INITIATING PAPERS

-----X

STATE OF NEW YORK

COUNTY OF _____ ss:

I, _____, [name of person who served papers], being duly sworn, depose and say:

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

I reside at _____ [your address].

On _____, 200__, [date of service], at _____ AM/PM [time of day], I served the attached papers _____

_____ [identify the papers served].

on the defendant in this case. The address of the place where the papers were served is _____ [state location where papers were served].

I served the papers in the manner indicated below: [check the right box]

1) Individual By delivering a true copy of each to the defendant personally. I knew the person served to be the person named in those papers because _____. [How did you know defendant? Fill out description of person below].

2) Corporation _____ [name of business], a domestic corporation, by delivering a true copy of each to _____, [Identify person served. Fill out description of person below], who is _____ [identify his/her 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 she/she was authorized to accept service.

3) Substituted By delivering a true copy of each to _____,

Service [Identify person served. Fill out description of person below]
a person of suitable age and discretion, at the actual place
of business, dwelling house, or usual place of abode in the
state, and mailing, as indicated below.

Mailing I also enclosed a copy of the above papers in a postpaid,
(Use with 3) 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.

Description The individual I served had the following characteristics:

(Use with [Check the right boxes]:

1, 2, or 3)

<u>Sex</u>	<u>Height</u>	<u>Weight</u>	<u>Age</u>
<input type="checkbox"/> Male	<input type="checkbox"/> Under 5"	<input type="checkbox"/> Under 100 lbs.	<input type="checkbox"/> 21-34 years
<input type="checkbox"/> Female	<input type="checkbox"/> 5'0"-5'3"	<input type="checkbox"/> 100-130 lbs.	<input type="checkbox"/> 35-50 years
	<input type="checkbox"/> 5'4"-5'8"	<input type="checkbox"/> 131-160 lbs.	<input type="checkbox"/> 51-61 years
	<input type="checkbox"/> 5'9"-6'0"	<input type="checkbox"/> 161-200 lbs.	<input type="checkbox"/> Over 61 yrs.
	<input type="checkbox"/> Over 6'	<input type="checkbox"/> Over 200 lbs.	

Color of skin [describe]: _____

Color of hair [describe]: _____

Other identifying features, if any [describe]: _____

Military
Service I asked the person to whom I spoke whether the defendant was
in the military of the United States or New York State in any
capacity and was told that he/she was not. Defendant did not
wear a military uniform. I state upon information and belief
that the defendant is not in the military service of the
United States or New York State. The basis for my belief is
the conversation(s) and observation(s) described above.

Sworn to before me this
____ day of _____, 200__

[Sign your name before a Notary]

Notary Public

[Print your name]