

Affidavit of Service

(Please print)

State of New York, County of _____ City Court

Plaintiff/Petitioner
vs. _____
Defendant/Respondent
Index No. _____
Court Date _____

_____, being duly sworn, deposes and says that deponent is over the age of eighteen years and is not a party in this proceeding. Deponent served a true copy of _____

In the above entitled proceeding, such service having been made in the following manner stated herein; and said person being the proper and authorized person to be served in this proceeding, the name of said person, complete address, time and date is as follows:

- By delivering to and leaving personally with _____, known to the deponent to be the same person mentioned and described in the above named proceeding as the person to be served.
- By delivering to and leaving personally with _____, on the person to be served and associated with him/her and after conversing with him/her, deponent believes him/her to be a person of such suitable age and discretion; and by mailing a copy of the proceeding herein to said authorized person to the address and at the time stated above, which is his/her last known address or actual place of business mailed in a post paid envelope marked "personal and confidential."
- By delivering to and leaving with _____, the agent, for service on the person in this proceeding an designated under Rule 318 of the CPLR. Service having been made to such person at the place, time, and date stated above.
- By affixing a true copy of the same to the door of the actual place of business, dwelling place, or usual place of abode as stated above; and by mailing a copy of the proceeding herein to said person to the address and on the date and time as stated above. Service was made in the manner stated in this paragraph because deponent was unable, with due diligence, to find the proper or authorized person to be served; or a person of suitable age and discretion at the actual place of business, dwelling place or usual place of abode as stated above, having called there at the following times and dates:

- By delivering to and leaving with the person named above at said address, upon information and belief, the person served is an officer of the domestic corporation _____ named in this proceeding authorized to be served herein.

Deponent further states upon information and belief that said person so served is not in the Military Service of the State of Now York or of the United States as the term is defined in either the State or Federal statutes.

Deponent further states that he/she describes the person actually served as follows:

<u>Gender</u>	<u>Skin Color</u>	<u>Hair Color</u>	<u>Age (Approx.)</u>	<u>Height (Approx.)</u>	<u>Weight (Approx.)</u>	<u>Other Features:</u>
<input type="checkbox"/> Male	<input type="checkbox"/> White	<input type="checkbox"/> Light	_____	_____	_____	_____
<input type="checkbox"/> Female	<input type="checkbox"/> Black	<input type="checkbox"/> Medium				
<input type="checkbox"/> Other	Other: _____	<input type="checkbox"/> Dark				
		<input type="checkbox"/> White/Gray				

Sworn to before me this _____ day

of _____, 20 _____

Notary Public

Server's Signature

Print Name