

CIVIL COURT OF THE CITY OF NEW YORK
County of _____
Part _____

Index No. _____

AFFIDAVIT OF SERVICE
OF SUMMONS WITH
ENDORSED COMPLAINT
(Personal Delivery)

-against- _____
Plaintiff(s)

_____ *Defendant(s)*

State of New York, County of _____ ss:

_____, being duly sworn, deposes and says:
(Name of Server)

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

At _____ AM/PM, on _____ at _____
(Time) *(Date)* *(Address)*

in the County of _____, City of New York, I served the attached
(Name of County)

SUMMONS WITH ENDORSED COMPLAINT in this matter on _____
(Name of Defendant as shown above)

by delivering the said SUMMONS to:

(Name of actual person with whom the SUMMONS was left)

the said defendant in person,

or

known to me to be the _____ of the _____
(Title) *(Corporation/Partnership)*

Description of Individual Served in Person:

| | | |
|------------------------|---------------------------|---------------------------|
| Sex: _____ | Color of Skin: _____ | Color of Hair: _____ |
| Approximate Age: _____ | Approximate Weight: _____ | Approximate Height: _____ |

Sworn to before me this _____ day of _____ 20____

(Signature of Deponent)

(Notary Public or Court Employee and Title)