

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF RICHMOND

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[fill in name(s)] Plaintiff(s), Index Number _____

- against-

AFFIRMATION OF SERVICE AFTER
COMMENCEMENT OF LITIGATION

[fill in name(s)] Defendant(s).

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I, _____ [name of person who served papers], affirm
and says:

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

I reside at _____ [your address]

On, _____, [date of service], at _____ AM/PM [time of day], I served a true copy of
the following papers _____ [identify papers served], in the
following manner [check box that applies]:

☐ Personal By personally delivering the papers to _____ [identify person served]

Service at _____ [address]

Perception of the individual I served had the following characteristics [check one box in each Category]

Gender	Height	Weight	Age
☐ Male	☐ Under 5'	☐ Under 100 lbs.	☐ 21 - 34 years
☐ Female	☐ 5'0" - 5'3"	☐ 100 - 130 lbs.	☐ 35 - 50 years
	☐ 5'4" - 5'8"	☐ 131 - 160 lbs.	☐ 51 - 61 years
	☐ 5'9" - 6'0"	☐ 161 - 200 lbs.	☐ Over 61 years
	☐ Over 6'	☐ Over 200 lbs.	

Race _____ [describe]

Hair color _____ [describe]

Other identifying features, if any: _____ [describe]

☐ Mail By mailing the same in a sealed envelope, with postage prepaid thereon, in a post office or official depository of the U.S. Postal Service within the State of New York, addressed to the last-known address of the addressee(s) indicated below:

☐ Overnight Delivery Service By depositing the same with an overnight delivery service in a wrapper properly addressed. Said delivery was made prior to the latest time designated by the overnight delivery service for overnight delivery. The delivery service used was _____ [name of delivery service]

Name(s) and address(es) of person(s) served by mail/overnight delivery: _____

I, _____ (Print or Type Name), affirm this ____ day of _____, _____, under the penalties of perjury, under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

Server's Signature
