

Affirmation of Personal Service Mail Service Other: _____

FAMILY COURT
STATE OF NEW YORK
COUNTY OF _____:
PART _____

RETURN DATE: _____
DOCKET NO. _____

I, _____, affirm and state the following:
(Name of Person Making Service)

YOU MUST

Complete This Section

1. That I am at least 18 years of age, and I am not a party to the above action, and reside at:

(Street) (City) (County)

2. On the ____ day of __, 20 __, at _____
(Specify time)

at _____ in the City of _____, County of _____,
State of New York, I personally served a copy of:

Check All that Apply

- Order Petition Summons Order to Show Cause
- Objections to Support Magistrate Final Order Notice of Motion/Affidavit in Support Rebuttal to Objections to Hearing Examiner Final Order UCCJEA Notice
- on _____, in the above-mentioned action by:

If Papers SERVED

3. I personally served _____ copies of the said papers by
(Name of Person Served)
delivering and leaving with _____ at the above time and place.
(Name / to whom papers given)

IN PERSON

I knew the person so served to be _____
(Name / to whom papers given)

Complete this Section

4. a. the person named in the papers as the Respondent Petitioner in this action
b. I believe this person would give the papers to the Respondent Petitioner. (You must also mail a copy and complete paragraph #6)

5. DESCRIPTION OF PERSON SERVED:
sex: ____ color of skin: ____ hair: ____ approximate age: ____ approximate height: ____
approximate weight: ____ other identifying features: _____

You Must Complete IF MAIL SERVICE ORDERED BY COURT or Paragraph 4b IS CHECKED

6. I deposited a true copy of the papers upon _____
(Name of Person Served)
enclosed in a post-paid envelope in the Post Office a Branch Post Office a Post Office Box
regularly maintained by the United States government at _____
County of _____, State of New York, directed to _____
(Address papers mailed to)
 the residence of _____
(Person papers mailed to)

OR

the address within the State designated by (him)(her) to receive communication by mail.

7. The court ordered the papers to be served by the following alternative method:

**Complete this
Section**

_____. I, therefore, served the papers as follows:
(Specify method ordered by Court)

**IF
ALTERNATIVE
SERVICE OR
DIRECTED BY
COURT**

(Describe all actions taken, including dates, how and to whom papers were transmitted)

I affirm this ___ day of _____, _____, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the above statements are true, and I understand that this document may be filed in an action or proceeding in a court of law.

(Signature / Person Serving)