

INSTRUCTIONS: THIS AFFIDAVIT MUST BE USED FOR SERVICE OF INITIATING PAPERS (A SUMMONS AND COMPLAINT, SUMMONS WITH NOTICE, NOTICE OF PETITION AND PETITION, OR ORDER TO SHOW CAUSE AND PETITION). SERVER MUST SIGN HIS/HER NAME IN THE PRESENCE OF A NOTARY PUBLIC. PRINT AND USE BLACK INK ONLY. FILL IN THE NAMES OF THE PARTIES AND COMPLETE THE BLANK SPACES PRINTED IN BOLD TYPE.

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF QUEENS

-----X

[FILL IN NAME(S)]

Plaintiff(s)/Petitioner(s)

-against-

Index Number

/_____
[INSERT INDEX NUMBER]

**AFFIDAVIT OF SERVICE
OF INITIATING PAPERS**

[FILL IN NAME(S)]

Defendant(s)/Respondent(s)

-----X

STATE OF NEW YORK
COUNTY OF _____ ss.: **[FILL IN COUNTY WHERE AFFIDAVIT WAS SIGNED]**

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 _____ **[SERVER'S ADDRESS]**. On _____, 200__ **[DATE OF SERVICE]**, at ____ A.M./P.M. **[TIME OF DAY]**, I served the attached papers, namely the _____ **[IDENTIFY THE PAPERS SERVED]** on _____ **[INSERT NAME OF PARTY SERVED]**, a Defendant/Respondent **[CIRCLE ONE]** 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 OFF THE APPROPRIATE 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. **[FILL OUT DESCRIPTION BELOW.]**

2) CORPORATION _____, a domestic corporation, by delivering a true copy of each to _____ **[IDENTIFY PERSON SERVED]**, who is _____ **[IDENTIFY THE INDIVIDUAL TO WHOM THE PAPERS WERE DELIVERED AND HIS/HER JOB TITLE]**; I knew the corporation to be that listed in the papers served and I knew the title of the person named above and that he/she was authorized to accept service.

3) SUBSTITUTED SERVICE by delivering a true copy of each to _____ **[INSERT NAME OF PERSON]**, 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.

SUBSTITUTED SERVICE by affixing a true copy to the door at _____

Which is the defendants _____.

I made prior attempts to serve at this location on the following dates and times:

_____.

MAILING I also enclosed a copy of the above papers in a postpaid (already had the stamps
(USE on it), sealed envelope properly addressed to defendant at defendant's last
WITH 3) 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.

DESCRIP- The individual I served had the following characteristics:
TION ____ Male ____ Female _____ Hair color _____ Skin Color
(USE WITH ____ 21-34 yrs. ____ 35-50 yrs. ____ 51-61 yrs. ____ Over 61
1,2 OR 3) ____ 120-150 lbs. ____ 151-181 lbs. ____ Over 182 lbs.

MILITARY SERVICE I asked the person to whom I spoke whether the
defendant was in active service in the military of the United States or New York
State in any capacity and I 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 bases for my
belief are the conversations and observations described above.

Sworn to before me on
this ____ day of _____, 20__.

[SERVER'S NAME SIGNED]

[SERVER'S NAME PRINTED]

Notary Public