

**SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF QUEENS**

\_\_\_\_\_ X

(Fill in name(s)) Plaintiff(s)/Petitioner(s)

- against -

Index Number

\_\_\_\_\_ / \_\_\_\_\_

Affidavit of Service

(Fill in name(s)) Defendant(s)/Respondents(s)

\_\_\_\_\_ X

STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_ SS:

I, \_\_\_\_\_ being duly sworn says: **(NAME OF PERSON WHO SERVES PAPERS)** I am not a party to the action, am over 18 years of age And reside at \_\_\_\_\_ **(ADDRESS OF PERSON SERVING PAPERS)**. On \_\_\_\_\_, 20\_\_ **(DATE OF SERVICE)**, I served a true copy of the following papers, \_\_\_\_\_ **(IDENTIFY THE PAPERS SERVED)** which are attached to this affidavit, in the following manner: **[CHECK ONE]**

\_\_\_\_\_ By personally delivering the papers to: \_\_\_\_\_ **[PERSON SERVED]** at **[ADDRESS]** \_\_\_\_\_.

**PERSONAL SERVICE** The individual I served had the following characteristics: **[FILL IN]**

\_\_\_ Male \_\_\_ Female \_\_\_\_\_ Skin Color \_\_\_\_\_ Hair Color

\_\_\_ 21-34 yrs. \_\_\_ 35-50 yrs. \_\_\_ 51-61 yrs. \_\_\_ Over 61

\_\_\_ 120-150 lbs. \_\_\_ 151-181 lbs. \_\_\_ Over 182 lbs.

Approximate height \_\_\_\_\_

Other distinguishing features \_\_\_\_\_

\_\_\_\_\_ By mailing the same in a sealed envelope, with postage prepaid  
**MAIL** 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) as  
indicated below:

\_\_\_\_\_ By depositing the same with an overnight delivery service in a wrapper properly  
**OVERNIGHT** addressed. Said delivery was made prior to the latest time designated by the  
**DELIVERY** overnight delivery service for overnight delivery.  
**SERVICE** The delivery service used was \_\_\_\_\_. The  
name(s) and address(es) of person(s) served are indicated below:

**Name(s) and address(es) of Person(s) served:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
[SIGN NAME] Before a Notary

\_\_\_\_\_

\_\_\_\_\_  
[PRINT NAME]

Sworn to before me this  
\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public