

**SURROGATE'S COURT OF THE STATE OF NEW YORK  
COUNTY OF NEW YORK**

Note: This affidavit of service must be filed in the court two or more business days before the scheduled court date. (Uniform Rule 207.7[c]).

Court date: \_\_\_\_\_

**ADMINISTRATION PROCEEDING  
Estate of**

a/k/a

**Deceased.**

**AFFIDAVIT OF SERVICE  
OF CITATION  
(By Mail)**

**STATE OF  
COUNTY OF**

} **ss.:**

**File No.** \_\_\_\_\_

1. I, \_\_\_\_\_, being duly sworn, say that I am over the age of eighteen years, reside at \_\_\_\_\_, and on \_\_\_\_\_, 20\_\_\_\_ served a copy of the citation dated \_\_\_\_\_, 20\_\_\_\_ on each of the persons named below by depositing a copy enclosed in a sealed postpaid envelope in a post office or other depository under the exclusive care and custody of the United States Postal Service, or by designated private delivery service, directed to the following persons at the following addresses:

**2. Method of service:**

- USPS Certified Mail, Return Receipt Requested.
- USPS Registered Mail, Return Receipt Requested.
- USPS Express Mail.
- Private delivery service (specify company [ex. FedEx; UPS] and type of mailing):

**3. Proof of delivery:**

(a) Attached is a copy of:

- the signed return receipt.
- the delivery service's online delivery confirmation.

(b) I did not receive the signed return receipt or obtain delivery confirmation but it is 25 days after the date of mailing or 5 or fewer days before the court date and:

- no mailings were returned undelivered.
- no mailings were returned undelivered other than those directed to the following person(s):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Sworn to before me on

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
(Affix Notary Stamp or Seal)