

At a Surrogate's Court held in and for the County of New York at the courthouse located at 31 Chambers Street, New York, on the _____ day of _____, 20____

Present:

Honorable

Surrogate

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Proceeding for Letters of Administration in the Estate of

ORDER AUTHORIZING SUBSTITUTED SERVICE

a/k/a

Deceased

File No. _____

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On reading the filed affidavit of _____, sworn to on _____, 20____ and on all the pleadings and proceedings heretofore had herein, and it appearing that service of citation herein upon respondent, _____, residing at _____ cannot be made by personal delivery;

Now, upon motion of _____, attorney for the petitioner, it is

ORDERED that service of the citation herein upon said respondent be made as follows:

- a. By personal service of a copy of the citation and this order to said respondent, or if personal service cannot be made upon such respondent;
- b. By delivering a copy of the citation and this order to a person of suitable age and discretion at said residence of said respondent, or if such person cannot be found;
- c. By affixing and attaching a copy of the citation and this order to the outer door of said residence of said respondent; and
- d. In the event service is made as enumerated in subparagraph b or c above, by also mailing a copy of the citation and this order to said respondent at his/her residence by first-class mail;

and it is further

ORDERED, that all service be completed at least 10 days prior to the return date of the citation.

Surrogate