STATE OF **NEW YORK** / COUNTY OF **CHEMUNG** / **ELMIRA CITY COURT**

INDEX#: _____

Date Filed: _____

_____

Plaintiff(s)/Petitioner(s)/Landlord
Address _____
_____

vs

Defendant(s)/Respondent(s)/Tenant
Address _____
_____

_____

STATE OF NEW YORK, COUNTY OF CHEMUNG ss.:

AFFIDAVIT OF SERVICE

_____, being duly sworn deposes and says: Deponent is not a party herein, is over 18 years of age and resides in New York State. On_____at_____am/pm, at _____, deponent served the within _____ on: _____, _____ therein named.

PERSONAL SERVICE

☐ **#1 Individual** By delivering a true copy of each to said recipient personally; deponent knew the person served to be the person described as said person therein.

(and complete #6)

☐ **#2 Corporation** By delivering thereat a true copy of each to _____ personally, deponent knew the person so served to be the _____of the corporation, and authorized to accept service on behalf of the corporation.

(and complete #6)

SUBSTITUTE SERVICE

☐ **#3 Suitable Age** By delivering a true copy of each to _____ a person of suitable age and discretion. Said premises is recipient's: ( ) actual place of business ( ) dwelling house (usual place of abode) within the State.

OR

☐ **#4 Affixing Door** By affixing a true copy of each to the door of said premises, which is recipient's: ( ) actual place of business ( ) dwelling house (place of abode) within the State.
Deponent was unable, with due diligence to find recipient or a person of suitable age and discretion, having called thereat
on the _____ day of _____ at _____ am/pm
on the _____ day of _____ at _____ am/pm
on the _____ day of _____ at _____ am/pm
on the _____ day of _____ at _____ am/pm
Address confirmed by _____.

AND WITHIN ONE DAY THEREAFTER,

☐ **#5 Mail Copy** On _____, deponent completed service by depositing a true copy of each document to the above address in a 1st Class postpaid properly addressed envelope marked "Personal and Confidential" in an official depository under the exclusive care and custody of the United States Post Office in the State of New York.

(use #3 or 4 must complete #5)

☐ **#6 Description** A description of the Defendant, or other person served, or spoken to on behalf of the Defendant is as follows:
Sex: _____ Color of skin: _____ Color of hair: _____ Age: _____
Height: _____ Weight: _____ Other features: _____

(use with #1, 2 or 3)

☐ **#7 Military Service** Deponent asked person spoken to whether the recipient was presently in military service of the United States Government or of the State of New York and was informed that recipient was not. Recipient wore ordinary civilian clothes and no military uniform.

X_____
Signature of deponent before a Notary Public

Sworn before me on _____

_____
Notary Public

_____
Print name of deponent

Instructions: Check appropriate boxes and fill in blanks where applicable. Delete inappropriate language and military service allegation if not applicable.