

SUPREME COURT OF THE STATE OF NEW YORK
APPELLATE TERMS: 2ND, 11TH & 13TH AND 9TH & 10TH JUDICIAL DISTRICTS

AFFIRMATION OF SERVICE

-against-

Appellate Term_Docket #:

Lower Court Index Number#

State of New York)
County of _____) s.s.:

_____, af firms that:

1. The affirmant is NOT a party to the action, is 18 years of age or older and resides at: _____

2. On the ____ day of _____, 2____, the affirmant served one copy of the following described paper upon the person or persons listed in paragraph 4 hereof:

- | | |
|--|--|
| <input type="checkbox"/> Appellant’s Brief | <input type="checkbox"/> Motion for _____ |
| <input type="checkbox"/> Respondent’s Brief | <input type="checkbox"/> Affirmation/Affidavit in Opposition |
| <input type="checkbox"/> Reply Brief | <input type="checkbox"/> Reply Affidavit |
| <input type="checkbox"/> Order to Show Cause | <input type="checkbox"/> Other: _____ |

3. The method of service on each of said persons was:

- By delivering the paper(s) to the person personally pursuant to CPLR 2103(b)(1).
- By mailing the paper(s) to the person at the address designated by them for that purpose by depositing the same in a first class, postpaid, properly addressed wrapper, in a post office or official depository under the exclusive care and custody of the United States Postal Service within the State of New York pursuant to CPLR 2103(b)(2).
- Where the person served is an attorney, by leaving the paper(s) with the person in charge of the office of that attorney, pursuant to CPLR 2103(b)(3).
- By dispatching the paper(s) to the person by overnight delivery service at the address designated by the person for that purpose, pursuant to CPLR 2103(b)(6).
- Other: _____

4. The name of the person or names of the persons served and the address or addresses at which service was made are as follows: _____

Dated: _____, 2____

_____, New York

I affirm this ____ day of _____, 20____, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

(SIGNATURE OF PERSON SERVING PAPERS)