

INSTRUCTIONS FOR FILLING OUT THE AFFIRMATION OF SERVICE FORM

(THIS FORM MUST BE FILLED OUT BY A THIRD PARTY WHO IS NOT A PARTY OF THE ACTION AND IS 18 YEARS OF AGE OR OLDER)

- (A) Caption: Write the names of the parties involved in the case. The caption must be written in the same order that it is in the court where your case is originally from;
- (B) Write the Appellate Term Docket Number (if known);
- (C) Write the Lower Court Index Number;
- (D) Write the county within which the affirmation is signed;
- (E) The third party must write their name;
- (F) The third party must write their address;
- (G) The third party must write the date the papers are being served;
- (H) Indicate the papers that are being served, if it is not listed, check “other” and write the papers being served;
- (I) Select the method used to serve your opponent or opponent’s attorney,
(** NOTE: IF THE PAPERS BEING SERVED ARE OPPOSITION
TO AN ORDER TO SHOW CAUSE, PLEASE REFER TO THE
PAPERS FOR THE TYPE OF SERVICE AS REQUIRED BY THE
APPELLATE TERM JUSTICE****)**
- (J) Write the opponent’s name and address. If the opponent is represented by an attorney, the attorney must be served and the affirmation of service must have the attorney’s name and address;
- (K) and (L) The person serving must date, write the county where the papers are being signed and sign the affirmation of service.

SUPREME COURT OF THE STATE OF NEW YORK

APPELLATE TERMS: 2ND, 11TH & 13TH AND 9TH & 10TH JUDICIAL DISTRICTS

AFFIRMATION OF SERVICE

(A)
-against-

Appellate Term
Docket Number # (B)

Lower Court Index Number #
(C)

State of New York (D)
County of) s.s.:

(E), affirms that:

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

2. On the day of (G), 20, 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 (H) | <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: (I)

- 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 him or her 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 follow: (J)

Dated: (K), 20
, New York

I affirm this day of (L), 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.

(L)
(SIGNATURE OF PERSON SERVING PAPERS)