

CIVIL COURT OF THE CITY OF NEW YORK

County of \_\_\_\_\_

Part \_\_\_\_\_

Index No.: \_\_\_\_\_

AFFIDAVIT OF COMPLIANCE  
WITH VTL 253

Claimant(s)/Plaintiff(s),

-against-

Defendant(s)  
\_\_\_\_\_

State of New York, County of \_\_\_\_\_ ss:

\_\_\_\_\_, being duly sworn, deposes and  
says:

A copy of the Summons and Complaint has been sent/delivered to the Secretary of State (as evidenced by the receipt from the Secretary of State attached) **and** notice of such service on the Secretary of State and a copy of the Summons and Complaint were sent to the Defendant by Certified Mail

- a.  as evidenced by the Return Receipt provided with this Affidavit.
- b.  which was refused by said Defendant, as evidenced by the original envelope bearing a notation by the postal authorities that receipt was refused provided with this Affidavit. I further state that notice of such mailing and refusal (a letter explaining what has occurred) was forthwith sent to the Defendant by ordinary mail.
- c.  which was unclaimed by said Defendant, as evidenced by the original envelope bearing a notation by the postal authorities that it was unclaimed provided with this Affidavit. I further state that the Summons was posted again by ordinary mail as evidenced by the Proof of Mailing Certificate from the postal authorities provided with this Affidavit.

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

Sign your name \_\_\_\_\_

Print Your Address \_\_\_\_\_

Signature of Court Employee and Title or Notary Public  
\_\_\_\_\_