

CIVIL COURT OF THE CITY OF NEW YORK
County of _____
Part _____

Index No. _____

AFFIRMATION OF SERVICE
OF SUMMONS WITH
ENDORSED COMPLAINT
(Personal Delivery)

Plaintiff(s)
-against-

Defendant(s)

State of New York, County of _____ ss:

_____, hereby affirms, deposes and says:
(Name of Server)

I am over 18 years of age and not a party to this action.

At _____ AM/PM, on _____ at _____
(Time) (Date) (Address)

in the County of _____, City of New York, I served the attached
(Name of County)

SUMMONS WITH ENDORSED COMPLAINT in this matter on _____
(Name of Defendant as shown above)

by delivering the said SUMMONS to:

(Name of actual person with whom the SUMMONS was left)

the said defendant in person,

or

known to me to be the _____ of the _____
(Title) (Corporation/Partnership)

Description of Individual Served in Person:

Sex: _____ Color of Skin: _____ Color of Hair: _____
Approximate Age: _____ Approximate Weight: _____ Approximate Height: _____

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.

Printed Name: _____ Signature: _____