

Civil Court of the City of New York  
County of \_\_\_\_\_

Index Number \_\_\_\_\_

**Part**

Claimant(s)/Plaintiff(s)/Petitioner(s)

**AFFIDAVIT OF SERVICE  
OF A SUBPOENA TO  
TESTIFY**

-against-

Defendant(s)/Respondent(s)

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

\_\_\_\_\_, being duly sworn, deposes and says:  
(Name of person who served the papers)

I am over 18 years of age and not a party to this action. At \_\_\_\_\_ AM/PM,  
(Time)

on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (Address)

in the County of \_\_\_\_\_, City of New York, I served a Subpoena  
(County)

in this matter on \_\_\_\_\_ whom I know to  
(Name of the witness)

to be the person named in this subpoena by delivering and leaving with him/her personally a true copy  
of it and paying him/her the sum of \$\_\_\_\_\_ for one day's attendance and fees for traveling to  
(Amount of Fee)

the place where s/he was required by the Subpoena to attend, if required:

Description of Individual Served in Person		
Gender: _____	Color of Skin: _____	Color of Hair: _____
Approximate Age: _____	Approximate Weight: _____	Approximate Height: _____

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

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Signature of Server

**General Instructions**

Anyone NOT A PARTY to the action who is over the age of 18 may serve the Subpoena.

1. Find the person to be served (the witness).
2. Give that person a copy of the Subpoena and the witness fee.
3. Give all the affidavits of service to the person on whose behalf this subpoena was served for further proceedings in case the witness does not comply with the subpoena.