

**INSTRUCTIONS: THIS AFFIDAVIT MUST BE USED FOR SERVICE OF INITIATING PAPERS (ASUMMONS AND COMPLAINT, SUMMONS WITH NOTICE, NOTICE OF PETITION AND PETITION, OR ORDER TO SHOW CAUSE AND PETITION). SERVER MUST SIGN HIS/HER NAME IN THE PRESENCE OF A NOTARY PUBLIC. PRINT AND USE BLACK INK ONLY. FILL IN THE NAMES OF THE PARTIES AND COMPLETE THE BLANK SPACES PRINTED IN BOLD TYPE.**

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF KINGS

-----X

Index No. \_\_\_\_\_  
**[INSERT INDEX NUMBER]**

\_\_\_\_\_,  
**[FILL IN NAME(S) OF PLAINTIFF(S)/PETITIONERS]**  
Plaintiff(s)/Petitioner(s),

AFFIDAVIT OF SERVICE  
OF INITIATING PAPERS

- against -

\_\_\_\_\_,  
**[YOUR NAME(S)]**  
Defendant(s)/Respondent(s)

-----X

STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_ ss.: **[FILL IN COUNTY WHERE AFFIDAVIT WAS SIGNED]**

I, \_\_\_\_\_ **[NAME OF PERSON WHO SERVED PAPERS]**, being duly sworn, depose and say: I am over 18 years of age and am not a party to this case. I reside at \_\_\_\_\_ **[SERVER'S ADDRESS]**. On \_\_\_\_\_, 20\_\_\_\_ **[DATE OF SERVICE]**, at \_\_\_\_\_ A.M./P.M. **[TIME OF DAY]**, I served the attached papers, namely the \_\_\_\_\_ **[IDENTIFY THE PAPERS SERVED]** on \_\_\_\_\_ **[INSERT NAME OF PARTY SERVED]**, a Defendant / Respondent **[CIRCLE ONE]** in this case. The address of the place where the papers were served is: \_\_\_\_\_ **[STATE LOCATION WHERE PAPERS WERE SERVED]**.

I served the papers in the manner indicated below **[CHECK OFF THE APPROPRIATE BOX]**:

1)  INDIVIDUAL by delivering a true copy of each to the defendant personally; I knew the person served to be the person named in those papers. **[FILL OUT DESCRIPTION BELOW.]**

2)  CORPORATION \_\_\_\_\_, a domestic corporation, by delivering a true copy of each to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **[IDENTIFY PERSON SERVED]**,  
who is \_\_\_\_\_  
**[IDENTIFY THE INDIVIDUAL TO WHOM THE PAPERS WERE DELIVERED AND HIS/HER JOB TITLE]**;  
I knew the corporation to be that listed in the papers served and I knew the title of the person named above and that he/she was authorized to accept service.

3)  SUBSTITUTED SERVICE by delivering a true copy of each to **[INSERT NAME OF PERSON]**, a person of suitable age and discretion, at the actual place of business, dwelling house, or usual place of abode in the state, and mailing, as indicated below.

SUBSTITUTED SERVICE by affixing a true copy to the door at \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ which is the defendants \_\_\_\_\_.  
I made prior attempts to serve at this location on the following dates and times: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**MAILING (use with 3)**

I also enclosed a copy of the above papers in a postpaid (already had the stamps on it), sealed envelope properly addressed to defendant at defendant's last known residence or actual place of business, located at \_\_\_\_\_ **[ADDRESS]**, and I deposited the envelope in a post office depository under the exclusive care and custody of the United States Postal Service within New York State.

DESCRIPTION (use with 1, 2, or 3)

The individual I served had the following characteristics:

Male    Female   \_\_\_\_\_ Hair color   \_\_\_\_\_ Skin Color

AGE: \_\_\_\_\_ 21-34 yrs.   \_\_\_\_\_ 35-50 yrs.   \_\_\_\_\_ 51-61 yrs.   \_\_\_\_\_ Over 61

WEIGHT: \_\_\_\_\_ 120-150 lbs.   \_\_\_\_\_ 151-181 lbs.   \_\_\_\_\_ Over 182 lbs.

- MILITARY SERVICE I asked the person to whom I spoke whether the defendant was in active service in the military of the United States or New York State in any capacity and I was told that he/she was not. Defendant did not wear a military uniform. I state upon information and belief that the defendant is not in the military service of the United States or New York State. The bases for my belief are the conversations and observations described above.

\_\_\_\_\_  
[SERVER'S NAME SIGNED]

\_\_\_\_\_  
[SERVER'S NAME PRINTED]

Sworn to before me on

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public