

Instructions: This affidavit cannot be used in divorce cases, but must otherwise be used for service of a Summons and Complaint, a Summons with Notice, a Notice of Petition and Verified Petition, an Order to Show Cause and Verified Petition, or a Subpoena. Print to fill in the spaces next to the instructions.

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF RICHMOND

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[fill in name(s)] Plaintiff(s)/Petitioner(s),
- against-

Index Number

**AFFIDAVIT OF SERVICE
OF INITIATING PAPERS**

[fill in name(s)] Defendant (s)/Respondent(s).

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STATE OF NEW YORK
COUNTY OF RICHMOND

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 _____ [your address]

On, _____, [date of service], at _____ AM/PM [time of day], I served the
attached papers _____ [identify papers served]
on the defendant/respondent in this case. The address of the place where the papers were served is
_____ [location where papers served]

I served the papers in the manner indicated below: [check box that applies]:

1) **Individual** By delivering a true copy of each to the defendant/respondent personally. I knew the person served to be the person named in those papers because _____
_____[How did you know defendant/respondent?]
[Fill out description of defendant/respondent on page 2].

2) **Corporation** _____ [name of business],
a domestic corporation, by delivering a true copy of each to _____
_____ [identify person served] [Fill out description of person on page 2],
who is _____ [identify 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 _____
_____ [identify person served] [Fill out description of person below]
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.

Mailing I also enclosed a copy of the above papers in a postpaid, sealed envelope properly addressed
(Use with 3) to defendant's/respondent'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 The individual I served had the following characteristics [Check one box in category]:
(Use with 1, 2, or 3)

<u>Sex</u>	<u>Height</u>	<u>Weight</u>	<u>Age</u>
<input type="checkbox"/> Male	<input type="checkbox"/> Under 5'	<input type="checkbox"/> Under 100 lbs.	<input type="checkbox"/> 21 - 34 years
<input type="checkbox"/> Female	<input type="checkbox"/> 5'0" - 5'3"	<input type="checkbox"/> 100 - 130 lbs.	<input type="checkbox"/> 35 - 50 years
	<input type="checkbox"/> 5'4" - 5'8"	<input type="checkbox"/> 131 - 160 lbs.	<input type="checkbox"/> 51 - 61 years
	<input type="checkbox"/> 5'9" - 6'0"	<input type="checkbox"/> 161 - 200 lbs.	<input type="checkbox"/> Over 61 years
	<input type="checkbox"/> Over 6'	<input type="checkbox"/> Over 200 lbs.	

Color of skin [describe]: _____

Color of hair [describe]: _____

Other identifying features, if any [describe]: _____

Military Service I asked the person to whom I spoke whether the defendant/respondent was in the military
of the United States or New York State in any capacity and was told that he/she was not.
Defendant/respondent did not wear a military uniform. I state upon information and belief
that the defendant/respondent is not in the military service of the United States or New York
State. The basis for my belief is the conversation(s) and observation(s) described above.

Sworn to before me this
_____ day of _____, 20 _____

[sign your name before a Notary]

Notary Public

[print your name]