

AFFIDAVIT OF SERVICE

STATE OF NEW YORK, COUNTY OF _____

The undersigned being duly sworn, deposes and says:

The deponent is not a party to the action and is over 18 years of age, that on _____, 19____ at _____ A.M./P.M. at _____ deponent served the within order on the respondent named therein.

1. Individual; personal service

☐ by delivering a true copy to said respondent personally.

2. Individual; substituted service

☐ by delivering a true copy to _____, a person of suitable age and discretion. Said premises is respondent's actual place of business-dwelling house or usual place of abode within the state.

3. Corporation

☐ by delivering a true copy to (name) _____, (position) _____ at said corporation.

4. Delivery to employee at premises

☐ At _____ A.M./P.M. on _____ at _____ I attempted to personally serve the herein order on the respondent named herein but was unable to do so because:

☐ having attempted entry to the premises, I found the premises locked and no one responded to any bells, knocks, or calls.

☐ having entered the premises and identified myself, I was:

☐ advised by (name) _____ that the respondent was not then present;

☐ unable to secure identification of the person(s) present;

☐ advised by (name) _____ that no officer, director, managing agent or general agent of the respondent was present;

☐ Service could not be made because _____

Thereupon, I delivered a copy of the herein order to _____, whom I believe to be an employee of respondent at the premises because:

☐ Employee so identified himself/herself

☐ Employee was performing work consistent with being employed by respondent

☐ Other _____

Description of individual - (this must be completed for all types of service except corporation) Deponent describes the individual served as follows:

☐ male	☐ white skin	☐ black hair	☐ 14 - 20 years	☐ under 5'0"	☐ under 100 lbs.
☐ female	☐ black skin	☐ brown hair	☐ 21 - 25	☐ 5'0" - 5'8"	☐ 101 - 130
	☐ yellow skin	☐ blond hair	☐ 26 - 35	☐ 5'9" - 6'0"	☐ 131 - 160
	☐ brown skin	☐ gray hair	☐ 36 - 50	☐ over 6'0"	☐ 161 - 200
	☐ red skin	☐ white hair	☐ 51 - 65		☐ over 200
		☐ balding	☐ over 65		

Other identifying characteristics: _____

5. Service by Mail

☐ by mailing a true copy to respondent by depositing or causing to be deposited the same, in a post paid wrapper, in a post office station regularly maintained by the U. S. Postal Service.

SWORN TO BEFORE ME ON THE _____ DAY OF _____, 19____

Signature _____
Printed Name _____

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