

AFFIDAVIT OF SERVICE FOR NOTICE OF APPEAL

INSTRUCTIONS FOR SERVICE OF NOTICE OF APPEAL

A PARTY TO THE ACTION CANNOT SERVE THE NOTICE OF APPEAL. IT MUST BE SERVED BY SOME OTHER PERSON 18 YEARS OF AGE OR OLDER (CPLR 2103[a]).

In the event that your opponent is represented by an attorney, you are required to have the Notice of Appeal served upon your opponent’s attorney.

In the event that your opponent is not represented by an attorney, you are required to have the Notice of Appeal served upon your opponent.

After service has been made by regular mail, the Affidavit of Service (below) must be completed by the server and sworn to before a Notary Public.

AFFIDAVIT OF SERVICE BY MAIL UPON PARTY OR PARTY’S ATTORNEY

STATE OF NEW YORK) s.s:

COUNTY OF _____)

(county where affidavit is sworn to)

The undersigned, being duly sworn, deposes and says:
Deponent is NOT a party to the action, is over 18 years of age and resides at:
(server’s address)

CHECK: (A) for service on Opponent’s Attorney OR
(B) for service on Opponent

[]A. That on (date) _____, 2____, deponent served the within Notice of Appeal upon:
Attorney (name of attorney for your opponent):

in this action, at: (attorney’s address):

the address designated by said attorney(s) for that purpose,

[]B. That on (date) _____, 2____, deponent served the within Notice of Appeal upon:
your opponent (your opponent’s name):

in this action, at: (opponent’s address):

the address designated by your opponent for that purpose,

by depositing a true copy of same, enclosed in a postpaid, properly addressed wrapper, in a post office/official depository under the exclusive care and custody of the United States Postal Service within the State of New York.

(signature)

(name must be printed beneath signature)

Sworn before me
this ____ day of _____, 2____