

CIVIL COURT OF THE CITY OF NEW YORK

County of _____

Part _____

Index No.: _____

**AFFIDAVIT OF SERVICE
OF
SUBPOENA FOR RECORDS**

Claimant(s)/Plaintiff(s)/Petitioner(s)
-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, on

_____ (Time) _____ (Date)

at _____

(Address)

in the County of _____, City of New York, I served the within Subpoena for Records in

this matter on _____ known to me to be

the Witness by: 1. delivering and leaving with him/her personally a true copy thereof;

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

2. and paying him/her the sum of \$ _____ as fees for traveling to and from the place where s/he was required by the Subpoena to attend, and for one day's attendance.

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 the person a copy of the subpoena and the witness fees.
3. Serve a copy of the subpoena on every other party who has appeared
4. Fill out an Affidavit of Service for each person served, including the witness
5. Give all the affidavits of service to the person on whose behalf the subpoena was served for further proceedings in case the witness does not comply with this subpoena.