

CIVIL COURT OF THE CITY OF NEW YORK
COUNTY OF _____

Index No. _____

Part _____

**AFFIRMATION OF SERVICE
OF SUMMONS WITH
ENDORSED COMPLAINT
(Other than Personal Delivery)**

Plaintiff(s),

against

Defendant(s).

State of New York, County of _____ ss:

_____, hereby affirms, deposes and says:
Name of Server

I am over 18 years of age and not a party to this action.

At _____ AM/PM, on _____ at _____
Time Date Address

in the County of _____, City of New York, I served the attached

SUMMONS WITH ENDORSED COMPLAINT in this matter on _____ by:
Name of Defendant as shown above

a) delivering the said SUMMONS to: _____,
who was substituted for the defendant. *Name of person served*

Description of Individual Substituted:

Sex: _____ Color of Skin: _____ Color of Hair: _____

Approximate Age: _____ Approximate Weight: _____ Approximate Height: _____

b) affixing the summons to a conspicuous part of the door of _____
Address

Previous attempts were made on _____

A copy of the summons and complaint was mailed to the defendant in an envelope marked personal and confidential on _____

I affirm this _____ day of _____, 20____, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

Printed Name: _____ Signature: _____