

Civil Court of the City of New York  
County of \_\_\_\_\_

Index Number \_\_\_\_\_

Plaintiff,  
-against-  
  
Defendant,

AFFIDAVIT OF SERVICE  
OF DEMAND  
FOR TRIAL DE NOVO

State of New York  
County of \_\_\_\_\_ ~ss:

\_\_\_\_\_  
(Name of person who served the Demand for Trial de Novo)

being duly sworn, deposes and says:

I am over 18 years of age and not a party to this action. On \_\_\_\_\_  
(Date of service)

I served the within Demand for Trial de Novo (and Jury Demand) on:

\_\_\_\_\_ the  
(Name of person who was served)

Plaintiff/Defendant in this action, by depositing a true copy of the Demand for Trial De Novo  
(Strike one)

(and Jury Demand) in a postpaid envelope addressed to him/her at:

\_\_\_\_\_  
(Address where the Demand was served)

in an official depository under the exclusive care and custody of the United States Postal Service,  
within the State of New York.

\_\_\_\_\_  
Signature of Deponent before the Notary

Signed and Sworn to before me,

this \_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
Notary Public

**Instructions for Submitting a Demand for a  
Trial de Novo following Arbitration**

Pursuant to 22 NYCRR 28.12 (Rules of the Chief Judge,  
Alternative Methods of Dispute Resolution by Arbitration).

**Demand** - Demand may be made for a Trial de Novo by any party who is not in default.

**Time Limit** - The Demand must be made within 30 days (35 days if notified by mail) of the filing of the Arbitrator's Award with the clerk of the court.

**Papers** - The Demand must be made to the Court in writing. It should be submitted to the Court together with an Affidavit of Service indicating that a copy of the Demand has been served on each party to the action.

[See the examples of the formats to be used for the Demand for Trial de Novo,  
in form CIV-GP-62, and for the Affidavit of Service, CIV-GP-62B.]

**Fee** - The Demand must be accompanied by payment to the court clerk of the fee of \$75.00.

**Trial** - The court clerk will set a date for trial and will advise all parties.

**Jury** - If a jury is demanded, an additional fee of \$70.00 is required.