

**CIVIL COURT OF THE CITY OF NEW YORK**

**County of** \_\_\_\_\_  
Part

Index No. \_\_\_\_\_

**AFFIDAVIT OF SERVICE  
OF AN  
INFORMATION SUBPOENA**

VS  
*Claimant(s)/Plaintiff(s)*

\_\_\_\_\_  
(Judgment debtor)

\_\_\_\_\_  
(Address)

*Defendant(s)*

\_\_\_\_\_  
(City, State, Zip Code)

State of New York, County of \_\_\_\_\_ ss.:

\_\_\_\_\_, being duly sworn, deposes and says:  
Name of Deponent

I am over the age of 18 and not a party to this action. At \_\_\_\_\_, on \_\_\_\_\_,  
Time Date

I served a copy of an Information Subpoena with Questions and a prepaid addressed return envelope on

by mailing the papers in an envelope addressed to him/her at

by Certified Mail Return Receipt Requested.

\_\_\_\_\_  
Signature of Server

Sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature of Notary

FREE CIVIL COURT FORM  
No fee may be charged to fill in this form.  
Form can be found at: <http://www.nycourts.gov/courts/nyc/civil/forms.shtml>.

## **CIVIL COURT OF THE CITY OF NEW YORK**

### **INSTRUCTIONS FOR SERVICE OF AN INFORMATION SUBPOENA**

#### **RESTRICTIONS:**

An information subpoena from the Civil Court of the City of New York may only be served within the State of New York. Please note that if the information subpoena is served outside of the City of New York, Westchester or Nassau counties and the person subpoenaed does not obey the information subpoena a Judge of the Civil Court may not have the power to punish that person for contempt.

An agency of the city, county or state government, or a public library, may only be subpoenaed with the written permission of a judge.

#### **PROCEDURES:**

1. Make a photocopy of the subpoena and two photocopies of the list of questions.
2. Place the photocopy of the subpoena, together with the original and one of the photocopies of the questions to be answered in an envelope addressed to the person from whom you desire information. Include a stamped self-addressed envelope for use by the deponent to return the answers to you.
3. Anyone NOT A PARTY TO THE ACTION who is over the age of 18 may “serve” the subpoena. To “serve” the subpoena, the person who is serving the papers must put the copy of the subpoena together with the questions and the stamped self-addressed envelope in an envelope, and mail it by Certified Mail, Return Receipt Requested, to the deponent.
4. After the papers are mailed, the server must fill out an affidavit of service, provided on the other side of this Instruction Sheet, have it notarized, and retain it for future use if necessary.