

Civil Court of the City of New York
County of _____

Index Number _____

Part _____

**AFFIRMATION OF SERVICE
OF A SUBPOENA TO
TESTIFY**

Claimant(s)/Plaintiff(s)/Petitioner(s)

-against-

Defendant(s)/Respondent(s)

State of New York, County of _____ ss.:

_____, hereby affirms, 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,
(Time)

on _____ at _____
(Date) *(Address)*

in the County of _____, City of New York, I served a Subpoena
(County)

in this matter on _____ whom I know to
(Name of the witness)

to be the person named in this subpoena by delivering and leaving with him/her personally a true copy
of it and paying him/her the sum of \$ _____ for one day's attendance and fees for traveling to
(Amount of Fee)

the place where s/he was required by the Subpoena to attend, if required:

Description of Individual Served in Person

Gender: _____ Color of Skin: _____ Color of Hair: _____

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

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: _____

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 that person a copy of the Subpoena and the witness fee.
3. Give all the affidavits of service to the person on whose behalf this subpoena was served for further proceedings in case the witness does not comply with the subpoena.