

CIVIL COURT OF THE CITY OF NEW YORK  
County of \_\_\_\_\_  
Part \_\_\_\_\_

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

AFFIDAVIT OF SERVICE  
OF SUMMONS WITH  
ENDORSED COMPLAINT  
(Personal Delivery)

\_\_\_\_\_  
Plaintiff(s)  
-against-

\_\_\_\_\_  
Defendant(s)

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

\_\_\_\_\_, being duly sworn, 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  
(Name of County)

SUMMONS WITH ENDORSED COMPLAINT in this matter on \_\_\_\_\_  
(Name of Defendant as shown above)

by delivering the said SUMMONS to:

\_\_\_\_\_  
(Name of actual person with whom the SUMMONS was left)

the said defendant in person,

or

known to me to be the \_\_\_\_\_ of the \_\_\_\_\_  
(Title) (Corporation/Partnership)

**Description of Individual Served in Person:**

Sex: \_\_\_\_\_ Color of Skin: \_\_\_\_\_ Color of Hair: \_\_\_\_\_  
Approximate Age: \_\_\_\_\_ Approximate Weight: \_\_\_\_\_ Approximate Height: \_\_\_\_\_

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

\_\_\_\_\_  
(Signature of Deponent)

\_\_\_\_\_  
(Notary Public or Court Employee and Title)