

本表翻譯為中文以便利理解被尋訪資料
並協助填妥正確表格 不過由於法方面
只詢問的一切資料均以英文寫 請儘可能用中文寫
除英文外 請勿接受任何其語言
填寫表格

Index No. _____
案編號

**AFFIDAVIT OF SERVICE
OF AN
INFORMATION SUBPOENA**
資料送達證書

CIVIL COURT OF THE CITY OF NEW YORK

County of _____
紐約民事法院 地區 _____
Part 滙

(Judgment debtor) 判決書人

(Address) (地址)

(City, State, Zip Code) (市州郵碼)

Claimant(s)/Plaintiff(s) 提款人/原告

VS 被告

Defendant(s) 被告人

State of New York, County of _____ ss.:
紐約州 地區 縣

_____, being duly sworn, deposes and says:
Name of Deponent 證人姓名 謹宣誓並作證明

I am over the age of 18 and not a party to this action. At _____, on _____,
本人已逾18歲並非本案的訴訟人。於 _____ 時間 _____ 日期

I served a copy of an Information Subpoena with questions on
本人親身將一份資料傳的問題文件

by mailing the papers in an envelope addressed to him/her at
置於一個封套內 上面郵址以該被尋訪人地址

by Certified Mail Return Receipt Requested.
寄於 _____ 的

Signature of Server
派發簽署

Sworn to before me
於 _____ 年 _____ 月 _____ 日本人面前宣誓

this _____ day of _____, 20 ____

Signature of Notary
地稅證簽署

CIVIL COURT OF THE CITY OF NEW YORK

INSTRUCTIONS FOR SERVICE OF AN INFORMATION SUBPOENA

送覽轉之指示

RESTRICTIONS 指示

A subpoena from the Civil Court of the City of New York may only be served within the City of New York, or in Nassau, or Westchester County. Service elsewhere within the State of New York may be done only with the written permission of a judge.
紐約市民事法院所發給的傳令只能在紐約市或納蘇郡或威斯特徹斯特郡的範圍內派發。只有在得到法官的書面許可下才能派發至紐約州的任何其他地方。

An agency of the city, county or state government, or a public library, may only be subpoenaed with the written permission of a judge.
市郡州政府或公共圖書館只能在得到法官的書面批准後才傳令。

PROCEDURES 手續

1. Make a photocopy of the subpoena and two photocopies of the list of questions.

影印一份傳令及二份問卷

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.

將傳令之影印本連同正本及一份供作答的問卷影印本放入一信封內。寫上閣下希望取得資料的人的地址並附同一個寫妥自己地址貼上郵票的回郵信封以請證人將答案回寄閣下。

3. Anyone NOT A PARTY TO THE ACTION who is over the age of 18 may servethe subpoena. To servethe 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.

任何非本案被告或原告年滿 18 歲的人均可派發傳令。要派發傳令，派發文件的人必須將傳令與問卷及已貼上郵票的回郵信封放入同一信封內，並以掛號索取回條郵件寄出給證人。

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.

寄出文件後，派發人必須填寫本說明書所附的送覽轉證書予以公證，並保管妥當以備日後所需。