

**STATE OF NEW YORK SUPREME COURT  
COUNTY OF \_\_\_\_\_**

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Plaintiff,  
- against -

Defendant.

=====

STATE OF NEW YORK )  
 )  
COUNTY OF \_\_\_\_\_ )

SS.:

\_\_\_\_\_, residing at \_\_\_\_\_, says, I am  
not a party to the action, and am over 18 years of age.

On \_\_\_\_\_, I served a copy of the  Summons with Notice or the  Summons and  
Verified Complaint, and the Affirmation In Support of Application for a Waiver of Court  
Costs, Fees and Expenses, income verification and proposed Order for Waiver of Court Costs,  
Fees and Expenses upon Defendant at the address designated by Defendant and upon:

(check which box applies):

The (insert name of County) \_\_\_\_\_ County Attorney

**OR**

The Corporation Counsel of the City of New York

by depositing a true copy thereof enclosed in a post-paid wrapper, in an official  
depository under the exclusive care and custody of the U.S. Postal Service within  
New York State, addressed to :

\_\_\_\_\_  
Dated: \_\_\_\_\_

I, \_\_\_\_\_ (Print or Type Name), affirm this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, 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.

\_\_\_\_\_  
Server's Signature