

Civil Court of the City of New York

County of _____

Index Number _____

Plaintiff,

-against-

Defendant,

**AFFIDAVIT OF SERVICE
OF DEMAND
FOR TRIAL DE NOVO**

State of New York

County of _____ ~ss:

(Name of person who served the Demand for Trial de Novo)

being duly sworn, deposes and says:

I am over 18 years of age and not a party to this action. On _____
(Date of service)

I served the within Demand for Trial de Novo (and Jury Demand) on:

_____ the
(Name of person who was served)

Plaintiff/Defendant in this action, by depositing a true copy of the Demand for Trial De Novo
(Strike one)

(and Jury Demand) in a postpaid envelope addressed to him/her at:

(Address where the Demand was served)

in an official depository under the exclusive care and custody of the United States Postal Service,
within the State of New York.

Signature of Deponent before the Notary

Signed and Sworn to before me,

this _____ day of _____ 20

Notary Public

**Instructions for Submitting a Demand for a
Trial de Novo following Arbitration**

Pursuant to 22 NYCRR 28.12 (Rules of the Chief Judge,
Alternative Methods of Dispute Resolution by Arbitration).

Demand - Demand may be made for a Trial de Novo by any party who is not in default.

Time Limit - The Demand must be made within 30 days (35 days if notified by mail) of the filing of the Arbitrator's Award with the clerk of the court.

Papers - The Demand must be made to the Court in writing. It should be submitted to the Court together with an Affidavit of Service indicating that a copy of the Demand has been served on each party to the action.

[See the examples of the formats to be used for the Demand for Trial de Novo,
in form CIV-GP-62, and for the Affidavit of Service, CIV-GP-62B.]

Fee - The Demand must be accompanied by payment to the court clerk of the fee of \$75.00.

Trial - The court clerk will set a date for trial and will advise all parties.

Jury - If a jury is demanded, an additional fee of \$70.00 is required.