

Civil Court of the City of New York

County of _____

Index Number _____

Plaintiff,

-against-

Defendant,

**AFFIRMATION 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)

hereby affirms, 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.

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: _____

**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.