Civil Court of the City of New York

COUNTY OF _____ Index No. _____

Part

_____ *Plaintiff(s),*

against

_____ *Defendant(s),*

AFFIDAVIT OF SERVICE
OF
SUMMONS
WITH
ENDORSED COMPLAINT
(Personal and Corporate)

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:

_____ who is:
(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: _____

_____
(Signature of Deponent)

Sworn to before me this _____ day of _____, 20_____.

_____
(Notary Public or Court Employee and Title)

CIV-GP-18 (5/90)