

CIVIL COURT OF THE CITY OF NEW YORK
COUNTY OF _____

Index No. L&T _____

Petitioner-Landlord

– *against* –

Respondent(s)-Tenant(s)

and

Respondent(s)-Undertenant(s)

State of New York, County of _____ ss:

_____, being duly sworn, deposes and says:

Name of Server

I am 18 years of age or older 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 _____
in this matter on _____ by personally
Type of Paper(s) *Name of Person with whom the paper(s) were left*
delivering the said _____ to said respondent in person.

Type of Paper(s)

Description of Individual Served:

Sex: _____

Color of Skin: _____

Color of Hair: _____

Approximate Age: _____

Approximate Weight: _____

Approximate Height: _____

Other Identifying Features: _____

I am not a licensed process server and have not served more than five (5) papers this year.

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: _____