

MAIL to SELF

Civil Court:

Index No.:

Petitioner:,

Against

Respondent:

I am over 18 years of age and not a party to this action. On (Date)
..... I served (Full name of the organization/person)
..... at (Address)

The (Name of the document(s) served)in this
proceeding, by mailing a true copy of the attached papers, enclosed and properly
sealed in a postpaid envelope. I deposited it in an official depository under the exclusive
care and custody of the (Name of the Postal Services)
..... addressed to (Name)
..... at (Address)

..... Signature:
.....

Sworn to before me thisday of
(Date).....

Notary Public or Court Employee (Name of Process server)
.....