

Court:

Index no.

The undersigned being duly sworn attests and says:

(Name of the person serving papers) is not a party to the action and is over (name of the person serving papers) 18 years of age. He/she resides at (complete address of person serving papers)

..... On (date of service), the deponent served the within (name of document[s] served)

..... upon (name of the person/corporation served)

..... located at (the complete address where other party/corporation served)

(Select method of service)

Personal Service: by delivering a copy of the aforementioned documents personally; the deponent knew said person/corporation so served to be the person/corporation described.

Service by Mail: by depositing a copy of the aforementioned documents, in postpaid mail. The documents were in a properly addressed envelope in a post office or official depository under the exclusive care and custody of (Name of Postal Service)
.....

Signature of person serving papers

Name

Sworn to before me this day of (date)

Notary Public Signature