

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_

-----X

- against -

Plaintiff(s),

AFFIDAVIT OF SERVICE  
OF SUMMONS &  
COMPLAINT

Defendant(s).

INDEX NO: \_\_\_\_\_  
\_\_\_\_\_

-----X

State of New York )  
) ss.  
County of \_\_\_\_\_ )

\_\_\_\_\_, being duly sworn, deposes, and says that:

- 1. I am over eighteen years of age and not a party to this action.
- 2. That on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at approximately \_\_\_\_\_ .m., I served a copy of the Summons and Complaint previously filed with this court on \_\_\_\_\_ a defendant herein by:

Personally delivering a copy to defendant at \_\_\_\_\_  
\_\_\_\_\_

Delivering a copy to a person of suitable age and discretion pursuant to CPLR §308(2) at \_\_\_\_\_ which is defendant's  actual place of business  dwelling place  usual place of abode and mailed a copy to defendant's  last known residence  actual place of business. The mailing was done by first class mail in an envelope bearing the legend "personal and confidential" and not indicating on the outside thereof, by return address or otherwise, that the communication is from an attorney or concerns an action against the person to be served.

Delivering a copy to \_\_\_\_\_, a person authorized to receive serve pursuant to  CPLR §310-a (Limited Partnership)  §311 (Corporation/Governmental Subdivision)  §311-a (Limited Liability Company). Deponent describes the person served above as follows:

|            |                |                |                  |           |             |               |                   |
|------------|----------------|----------------|------------------|-----------|-------------|---------------|-------------------|
| ___ Male   | ___ White Skin | ___ Brown Hair | ___ Shaved Head  | ___ 18-20 | ___ 61-70   | ___ Under 5'  | ___ Under 100Lbs. |
| ___ Female | ___ Black Skin | ___ Black Hair | ___ Balding Head | ___ 21-30 | ___ 71-80   | ___ 5'1"-5'5" | ___ 100-125 Lbs.  |
|            | ___ Brown Skin | ___ Red Hair   | ___ White Hair   | ___ 31-40 | ___ Over 81 | ___ 5'6"-6'0" | ___ 126-150 Lbs.  |
|            | ___ Red Skin   | ___ Blond Hair | ___ Curly Hair   | ___ 41-50 |             | ___ 6'1"-6'5" | ___ 151-190 Lbs.  |
|            | ___ Yellow     | ___ Gray Hair  | ___ Multi Color  | ___ 51-60 |             | ___ Over 6'5" | ___ Over 200Lbs.  |

Other unique identifying features \_\_\_\_\_

Affixing a copy to the door of defendant's  actual place of business  dwelling place  usual place of abode and mailed a copy to defendant's  last known residence  actual place of business. The mailing was done by first class mail in an envelope bearing the legend "personal and confidential" and not indicating on the outside thereof, by return address or otherwise, that the communication is from an attorney or concerns an action against the person to be served. With due diligence, deponent attempted to serve the defendant pursuant to CPLR §308(1) and (2) having attempted to serve the defendant on the following times: \_\_\_\_\_  
\_\_\_\_\_

Sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Print Server's Name