

**AFFIDAVIT OF SERVICE**

STATE OF NEW YORK:

COUNTY OF \_\_\_\_\_:

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

That on \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_

City of \_\_\_\_\_, State of New York, deponent served the above

subpoena/subpoena duces tecum on \_\_\_\_\_ at \_\_\_\_\_ by:  
[name of person served] [time]

**1. INDIVIDUAL**

- (a) Delivering a true copy thereof to \_\_\_\_\_ personally. Deponent knew the person so served to be the person described in said document(s).
- (b) Delivering a true copy to \_\_\_\_\_ a person of suitable age and discretion at person's actual place of business, dwelling place, or usual place of abode.

Deponent also enclosed a copy of same in a postpaid, sealed wrapper properly addressed to person's last known business, dwelling place or place of abode at \_\_\_\_\_ and deposited said wrapper in an official depository under the exclusive care and custody of the U.S. Postal Service.

- (c) Affixing a true copy to the door of person's actual place of business, dwelling place, or usual place of abode. Deponent was unable, with due diligence, to find the person named therein or a person of suitable age and discretion having called there:  
 On \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_  
 On \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_  
 On \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_

Deponent also enclosed a copy of same in a postpaid, sealed wrapper properly addressed to person's last known business, dwelling place or place of abode at \_\_\_\_\_ and deposited said wrapper in an official depository under the exclusive care and custody of the U.S. Postal Service.

- 2. CORPORATION:** Serving the above on \_\_\_\_\_ Corporation, personally, whom deponent knew to be the said corporation by delivering a true copy thereof with \_\_\_\_\_ an officer of said corporation or other agent authorized to receive service for said corporation.

**DESCRIPTION:** Deponent describes the individual served as follows:

Sex: \_\_\_\_\_, Hair: \_\_\_\_\_,  
 Skin: \_\_\_\_\_, Approx. Age: \_\_\_\_\_,  
 Approx. Ht.: \_\_\_\_\_, Approx. Wt.: \_\_\_\_\_,

Signature \_\_\_\_\_

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

Notary Public \_\_\_\_\_