CIVIL COURT OF THE CITY OF NEW YORK

INSTRUCTIONS FOR SERVICE OF AN INFORMATION SUBPOENA

RESTRICTIONS:

A subpoena from the Civil Court of the City of New York may only be served within the City of New York, or in Nassau, or Westchester County. Service elsewhere within the State of New York may be done only with the written permission of a judge.

An agency of the city, county or state government, or a public library, may only be subpoenaed with the written permission of a judge.

PROCEDURES:

1. Make a photocopy of the subpoena and two photocopies of the list of questions.

2. Place the photocopy of the subpoena, together with the original and one of the photocopies of the questions to be answered in an envelope addressed to the person from whom you desire information. Include a stamped self-addressed envelope for use by the deponent to return the answers to you.

3. Anyone NOT A PARTY TO THE ACTION who is over the age of 18 may "serve" the subpoena. To "serve" the subpoena , the person who is serving the papers must put the copy of the subpoena together with the questions and the stamped self-addressed envelope in an envelope, and mail it by Certified Mail, Return Receipt Requested, to the deponent.

4. After the papers are mailed, the server must fill out an affidavit of service, provided on the other side of this Instruction Sheet, have it notarized, and retain it for future use if necessary.

CIV-SC-63 (Revised December, 2005)

CIVIL COURT OF THE CITY OF NEW YORK
County of _____

Index Number _____

_____

Claimant/Plaintiff,

-against-

Defendant.

_____

**Affidavit of Service
of an
Information Subpoena**

_____
Judgment Debtor's Name

_____
Address

_____
City , State, Zip

State of New York, County of _____ ss.:

.

_____, being duly sworn, deposes and says:
Name of Deponent

   I am over the age of 18 and not a party to this action. At _____, on _____,
Time   Date

I served a copy of the Information Subpoena and a list of questions on

_____

by mailing the papers to the witness in an envelope addressed to him/her at

_____

by Certified Mail Return Receipt Requested.

_____
Signature of Server

Sworn to before me
this ___ day of _____, 20 ___

_____
Signature of Notary