

**CIVIL COURT OF THE CITY OF NEW YORK**  
**COUNTY OF \_\_\_\_\_ : PART**

Index No.: \_\_\_\_\_

\_\_\_\_\_  
Petitioner,

**AFFIDAVIT OF SERVICE  
BY MAIL**

-against-

\_\_\_\_\_  
Respondent.

STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_ ss:

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

I am over 18 years of age and not a party to this action. On \_\_\_\_\_

I served \_\_\_\_\_

upon \_\_\_\_\_, the \_\_\_\_\_ in this

proceeding, by mailing a true copy of the attached papers, enclosed and properly sealed in a

postpaid envelope, which I deposited in an official depository under the exclusive care and

custody of the United States Postal Services within the State of New York addressed to

\_\_\_\_\_ the \_\_\_\_\_

at: \_\_\_\_\_

Signature: \_\_\_\_\_

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

\_\_\_\_\_  
Notary Public or Court Employee