

STATE OF NEW YORK SUPREME COURT
COUNTY OF _____

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Plaintiff,
- against -

Defendant.

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STATE OF NEW YORK)
)
COUNTY OF _____)

SS.:

_____, residing at _____, says, I am
not a party to the action, and am over 18 years of age.

On _____, I served a copy of the Summons with Notice or the Summons and
Verified Complaint, and the Affirmation In Support of Application for a Waiver of Court
Costs, Fees and Expenses, income verification and proposed Order for Waiver of Court Costs,
Fees and Expenses upon Defendant at the address designated by Defendant and upon:

(check which box applies):

The (insert name of County) _____ County Attorney

OR

The Corporation Counsel of the City of New York

by depositing a true copy thereof enclosed in a post-paid wrapper, in an official
depository under the exclusive care and custody of the U.S. Postal Service within
New York State, addressed to :

Dated: _____

I, _____ (Print or Type Name), affirm this ___ day of _____, _____, under the
penalties of perjury, under the laws of New York, which may include a fine or imprisonment,
that the foregoing is true, except as to matters alleged on information and belief and as to those
matters I believe it to be true, and I understand that this document may be filed in an action or
proceeding in a court of law.

Server's Signature