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## 15. Affidavit of Service

Filed together with any motion practice.

CIVIL COURT: CITY OF NEW YORK  
COUNTY OF KINGS

-----X  
XYZ Receivables Management LLC,

Index No.

Plaintiff,  
- against -

**AFFIDAVIT  
OF SERVICE**

John Doe,

Defendant.

-----X  
STATE OF NEW YORK     )  
  ) ss.:  
COUNTY OF KINGS     )

Jane Doe, deposes and says that:

1. That deponent is not a party to this action.
2. That deponent is over the age of 18 years.
3. That deponent resides in Brooklyn, New York.
4. That on \_\_\_\_\_, 20\_\_, deponent served the within Notice of Motion upon the Attorneys for Plaintiff:

Affidavit of Personal Service	<input type="radio"/>	personally, by delivering a true copy thereof to him. Deponent knew the person served to be the person mentioned and described in said papers.
Affidavit of Service by mail	<input type="radio"/>	at the address designated by said attorney for that purpose by depositing a true copy of same in a post-paid, properly-addressed wrapper, in a post-office/official depository under the exclusive care and custody of the US Postal Service within the State of New York.
Service by Electronic Means	<input type="radio"/>	by transmitting the papers by electronic means to the telephone number listed below, which number was designated by the attorney for such purpose. I received a signal from the equipment of the attorney served indicating that the transmission was received. I also deposited a true copy of the papers, enclosed in a post-paid wrapper, in an official depository under the exclusive care and custody of the US Postal Service, addressed to the attorney at the address set forth below.
Overnight Delivery	<input type="radio"/>	by depositing a true copy thereof, enclosed in a wrapper addressed as shown below, into the custody of FedEx for overnight delivery, prior to the latest time designated by that service for overnight delivery.

Address:  
123 Main Street, Brooklyn NY 11201

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

\_\_\_\_\_  
Jane Doe

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