
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 o 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 o 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 o 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 o 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
