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Civil Court: ………………

Index No.: ………………..

Petitioner: …………………………. ,

Against

Respondent: …………………………

I am over 18 years of age and not a party to this action. On (Date) ………………………… I served (Full name of the organization/person) ………………………………………… at (Address) ………………………………………….. The (Name of the document(s) served) ……………………………………..in this proceeding, by mailing a true copy of the attached papers, enclosed and properly sealed in a postpaid envelope. I deposited it in an official depository under the exclusive care and custody of the (Name of the Postal Services) ………………………………………….. addressed to (Name) ………………………………………………… at (Address) ……………………………………………………………………………….. Signature: ………………………………………………….

Sworn to before me this ………………………………………day of (Date)……………………………………………

Notary Public or Court Employee (Name of Process server) ……………………………………………..