

AFFIDAVIT OR AFFIRMATION OF SERVICE **Instructions and Forms**

Make extra copies of these forms before you use them for the first time, so that you will have copies to use for future filings in your case. You may also obtain copies on the Western District web site at www.nywd.uscourts.gov on the Internet.

All document(s) which you wish to file with the Court **after the complaint has been served** must **first** be served on **all other parties** to the action (if appearing *pro se*) or all other parties' attorneys. The service may be accomplished either by hand-delivering or by mailing a copy of the document(s) to the other parties or to the parties' attorneys **before** you file the papers with the Court.

You **must** then include with the document(s) you are filing with the Court either a signed and dated **Affirmation of Service** informing the Court under penalty of perjury that you have served a copy of the documents (which you must name) on the other parties by hand-delivering or mailing the document(s) to the other parties or their attorneys on a named date or a notarized **Affidavit of Service** in which you state the same thing.

You may use either of the following forms.

AFFIRMATION OF SERVICE

(If you are not having your signature notarized, use this form)

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NEW YORK

_____ ,

Plaintiff(s),

AFFIRMATION OF SERVICE

v.

_____ -CV- _____

_____ ,

Defendant(s).

I, (*print your name*) _____, served a copy of the attached papers
(*state the name of your papers*) _____

_____ upon all other parties in this case
by mailing _____ by hand-delivering _____ (*check the method you used*)

these documents to the following persons (*list the names and addresses of the people you served*) _____

on (*date service was made*) _____

I declare under penalty of perjury that the foregoing is true and correct, to the best of my knowledge, information and belief.

Executed on _____
(date) (your signature)

AFFIDAVIT OF SERVICE

(If you are having your signature notarized, use this form)

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NEW YORK

_____ ,

Plaintiff(s),

AFFIDAVIT OF SERVICE

v.

_____ -CV- _____

_____ ,

Defendant(s).

STATE OF NEW YORK)
COUNTY OF _____) ss.:

I, (*print your name*) _____, served a copy of the attached papers
(*state the name of your papers*) _____

upon all other parties in this case
by mailing _____ by hand-delivering _____ (*check the method you used*)
these documents to the following persons (*list the names and addresses of the people you served*)

on (*date service was made*) _____

(*your signature*)

Sworn to before me this _____
day of _____, _____

Notary Public