

**STATEMENT OF SERVICE BY MAIL AND ACKNOWLEDGMENT OF
RECEIPT BY MAIL OF SUMMONS AND COMPLAINT OR SUMMONS AND
NOTICE OR NOTICE OF PETITION AND PETITION**

[CAPTION]

STATEMENT OF SERVICE BY MAIL

TO: (Insert the name and address of the person or entity to be served). The enclosed summons and complaint, or summons and notice, or notice of petition and petition (strike out inapplicable terms) are served pursuant to section 312a of the Civil Practice Law and Rules.

To avoid being charged with the expense of service upon you, you must sign, date and complete the acknowledgment part of this form and mail or deliver one copy of the completed form to the sender within thirty (30) days from the date you receive it. You should keep a copy for your records or your attorney. If you wish to consult an attorney, you should do so as soon as possible before the thirty (30) days expire.

If you do not complete and return the form to the sender within thirty (30) days, you (or the party on whose behalf you are being served) will be required to pay expenses incurred in serving the summons and complaint, or summons and notice, or notice of petition and petition in any other manner permitted by law, and the cost of such service as permitted by law will be entered as a judgment against you.

If you have received a complaint or petition with this statement, the return of this statement and acknowledgment does not relieve you of the necessity to answer the complaint or petition. The time to answer expires twenty (20) days after the day you mail or deliver this form to the sender. If you wish to consult with an attorney, you should do so as soon as possible before the twenty (20) days expire.

If you are served on behalf of a corporation, unincorporated association, partnership or other entity, you must indicate under your signature your relationship to the entity. If you are served on behalf of another person and you are authorized to receive process, you must indicate under your signature your authority.

It is a crime to forge a signature or to make a false entry on this statement or on the acknowledgment.

Signature

Print name

Address

**ACKNOWLEDGMENT OF RECEIPT OF SUMMONS AND COMPLAINT OR
SUMMONS AND NOTICE OR NOTICE OF PETITION AND PETITION**

I received a summons and complaint, or summons and notice, or notice of petition and petition (strike out inapplicable terms) in the abovcaptioned matter at _____
_____ (insert address).

PLEASE CHECK ONE OF THE FOLLOWING (if No. 2 is checked, complete as indicated):

- _____ 1. I am not in the military service.
- _____ 2. I am in the military service, and my rank, serial number and branch of service are as follows:

Rank _____

Branch of Service _____

TO BE COMPLETED REGARDLESS OF MILITARY STATUS:

Date: _____

I affirm the above as true under penalty of perjury.

Sample

Signature

Print Name

Name of Defendant Represented by Signatory
Position of Signatory with Defendant
(e.g., officer, attorney, etc.)

PLEASE COMPLETE ALL BLANKS INCLUDING DATES