

**Statement of Service by Mail and  
Acknowledgement of Receipt by Mail of Summons and Complaint**

**STATEMENT OF SERVICE BY MAIL**

**STATE OF NEW YORK**

**SUPREME COURT      COUNTY OF \_\_\_\_\_**

\_\_\_\_\_

**Plaintiffs,**

**vs.**

**Defendants.**

\_\_\_\_\_

**Index No:**

**RJI No:**

**TO:** [name and address of defendant to be served]

The enclosed summons and complaint are served pursuant to section 312-a 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 acknowledgement 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. 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) may be required to pay expenses incurred in serving the summons and complaint in any other manner permitted by law, and the cost of such service as permitted by law may be entered as a judgment against you.

If you have received a complaint with this statement, the return of this statement and acknowledgement does not relieve you of the necessity to answer the complaint. The time to answer expires twenty (20)