



TRAVERSE REPORT FORM FOR PROCESS SERVERS/AGENCIES

Under New York City law, licensed process servers and process serving agencies must report a scheduled traverse hearing (hearing contesting service) to the Department of Consumer Affairs (DCA) within 10 days of receiving oral or written notice. See Title 6, Rules of the City of New York § 2-236(c). Licensees may use Part I of this form to report the hearing. See the back for submission methods.

Note: The licensed process server individual and the process serving agency for whom the individual serves process must each submit a completed Traverse Report Form.

PART I – REPORT OF HEARING

Date of Hearing	
Court	County
Part	Index No.
Judge	
Petitioner/Plaintiff	Petitioner/Plaintiff's Attorney (<i>include firm's name</i>)
Respondent/Defendant	Respondent/Defendant's Attorney (<i>include firm's name</i>)
Date of Service	
Process Server Name	DCA License No.
Process Serving Agency Assigning Service	

IMPORTANT: Licensed process servers must report the result of the traverse hearing to DCA within 10 days of learning it. Licensees may use Part II of this form, located on the back, to report the result by e-mail, fax, or certified mail.



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PART II – REPORT OF RESULT

The licensed process server individual and the process serving agency must attempt to contact the petitioner/plaintiff or the petitioner/plaintiff’s attorney by mail or e-mail to learn the result of the traverse hearing.

If the licensee does not receive a response within 60 days, the licensee must search the court records a minimum of two occasions for the result of the traverse hearing.

Within 100 days of the hearing date, the licensee must report to DCA either the result of the traverse hearing OR that he/she made the required attempt to learn the result without success. See Title 6, Rules of the City of New York § 2-236(c) (2011).

Result (*Check ONE box only.*)

Traverse was:

- Sustained (improper service)
- Overruled (proper service)
- Decision Reserved
- Settled
- Did Not Learn Result

Comments

Signature _____ Date _____

Please use ONE of the following methods to submit this form and attachments to DCA:

- E-mail TraverseReports@dca.nyc.gov OR
- Fax (212) 487-4390 OR
- Mail to: Department of Consumer Affairs
Legal Division
42 Broadway, 9th Floor
New York, NY 10004