



NYC Department of Finance • Office of the Sheriff

## SERVICE OF PROCESS INTAKE



Mail to: County Office of the Sheriff where the services are to be made. Sheriff's Office locations are listed on the reverse side.

**Instructions:** Use this form to request services from the Office of the Sheriff. Services can include notices, petitions, subpoenas, orders, writs, and other related papers. Please read the entire page before completing and see reverse side for information regarding service fees and Sheriff's Office locations. **This form must be completed in English.**

### SECTION I - FILING PARTY INFORMATION

Filing Party: \_\_\_\_\_ Daytime Telephone No.: \_\_\_\_\_  
PRINT FIRST NAME PRINT LAST NAME

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
NUMBER AND STREET APT. NO.

### SECTION II - COURT INFORMATION

The summons was obtained in the following court:

☐ FAMILY COURT ☐ SUPREME COURT ☐ CIVIL COURT ☐ OTHER COURT \_\_\_\_\_

County of: ☐ NEW YORK ☐ BRONX ☐ KINGS ☐ QUEENS ☐ RICHMOND ☐ OTHER \_\_\_\_\_

Court Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
NUMBER AND STREET

### SECTION III - SUBJECT INFORMATION

Person to Be Served: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_  
PRINT FIRST NAME PRINT LAST NAME

Address: \_\_\_\_\_ Borough: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
NUMBER AND STREET APT. NO.

Best Time to Attempt Service at This Address: \_\_\_\_\_ Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Alternative Address: \_\_\_\_\_ Borough: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
NUMBER AND STREET APT. NO.

Best Time to Attempt Service at This Address: \_\_\_\_\_ Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Physical Description: Picture Provided? ☐ YES ☐ NO

Sex: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Skin: \_\_\_\_\_ Tattoos/Other: \_\_\_\_\_

Vehicle Information: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

### SECTION III - GENERAL INFORMATION

Indicate below any information which may be helpful in effecting a prompt and safe service of the person, such as the best time to serve papers, criminal activity at location, threats of violence, animals, person may be emotionally disturbed, or any other behavior or circumstance.

\_\_\_\_\_  
\_\_\_\_\_

### SECTION IV - CERTIFICATION

The undersigned hereby affirms to the best of his/her knowledge that the mandate being filed is in full effect, and request is made to the Sheriff for service by statutory authority.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Guidelines for Service of Court Papers

To Whom It May Concern:

You have obtained a Family Court summons or other court document which directs the other party to either answer or appear in court on a specific date and are now in the process of filing with the Sheriff for service.

In order for the Sheriff to attempt service, you must provide an address where the Defendant/Respondent can be found during regular business hours and your filing must allow ample time for service.

Most Family Court papers must be served at least eight (8) days prior to the date set for appearance in court. You must file all papers bearing a date of appearance at least three (3) weeks prior to that date, as the Sheriff may not be able to make contact with the Defendant/Respondent on the first attempt.

**Be advised that the Sheriff can never guarantee service, even if all information is accurate and the filing is timely. Filing fees are non-refundable.**

I understand that the Sheriff does not guarantee service and that the filing fees are non-refundable. I have been advised of the suggested time frame for dated process and it is my responsibility to provide the Sheriff with information about the Defendant/Respondent's whereabouts during regular business hours.

Plaintiff/Petitioner Signature

Date

## **SERVICE AND FEE INFORMATION**

The Office of the Sheriff serves notices, petitions, subpoenas, orders, writs, and other related papers.

### **SERVICE FEE IS \$57.00 PAYABLE TO NYC SHERIFF**

**There is no fee for the following: domestic violence process and accompanying papers; writ of habeas corpus process.**

The Sheriff accepts service of orders of protection without a fee. In addition, if a person files an order of protection and any other process—such as a divorce summons, support summons, or a paternity subpoena—for the same party, all the accompanying processes are free at that time.

## **OFFICE OF THE SHERIFF COUNTY LOCATIONS**

### **NEW YORK**

Office of the Sheriff  
66 John Street, 13th Floor  
New York, NY 10038  
(212) 487-9734

### **KINGS**

Office of the Sheriff  
345 Adams Street, 5th Floor  
Brooklyn, NY 11201  
(718) 488-2300

### **BRONX**

Office of the Sheriff  
Bronx Customer Service Center  
3030 Third Avenue, 2nd Floor  
Bronx, NY 10455  
(718) 993-3880

### **QUEENS**

Office of the Sheriff  
30-10 Starr Avenue  
Long Island City, NY 11101  
(718) 707-2170

### **RICHMOND**

Office of the Sheriff  
Staten Island Business Center  
350 St. Marks Place, Room 409  
Staten Island, NY 10301  
(718) 815-8407