



SERVICE OF PROCESS INTAKE

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

Instructions: Use this form to request services from the Office of the Sheriff. Service 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 borough locations of the Office of the Sheriff.

SECTION I - FILING PARTY INFORMATION

Filing Party (PRINT FIRST NAME, PRINT LAST NAME), Daytime Telephone Number, Address (NUMBER AND STREET, APT. NO., City, State, Zip Code)

SECTION II - COURT INFORMATION

The Summons was obtained in the following Court: [] FAMILY COURT, [] SUPREME COURT, [] CIVIL COURT, [] OTHER COURT. Court Address and County (NUMBER AND STREET, COUNTY, City, State, Zip Code)

SECTION III - SUBJECT INFORMATION

Person To Be Served (PRINT FIRST NAME, PRINT LAST NAME), Telephone No. (if known), Address (NUMBER AND STREET, APT. NO., Borough, Zip Code), Alternate Address (NUMBER AND STREET, APT. NO., Borough, Zip Code), Identifying Features/Tatoos, Date of Birth (MM, DD, YYYY), Vehicles

SECTION III - GENERAL INFORMATION

Indicate below any information which may be helpful in effecting a prompt and safe service of the person: i.e. best time to serve papers, criminal activity at location, threats of violence, animals, person is 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: _____

SERVICE AND FEE INFORMATION

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

SERVICE FEE IS \$42.00 PAYABLE TO NYC SHERIFF

There is no fee for service of domestic violence process and accompanying papers; or, for 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

KINGS

Office of the Sheriff
Brooklyn Municipal Building
210 Joralemon Street, 9th Floor
Brooklyn, NY 11201

BRONX

Office of the Sheriff
Bronx Customer Service Center
3030 Third Avenue, 2nd Floor,
Bronx, NY 10455

QUEENS

Office of the Sheriff
Queens Business Center
144-06 94th Avenue
Jamaica, NY 11435

RICHMOND

Office of the Sheriff
Staten Island Business Center
350 St. Marks Place, Room 409
Staten Island, NY 10301