

## AFFIRMATION OF PERSONAL SERVICE

FAMILY COURT

STATE OF NEW YORK

COUNTY OF [COUNTY]

DATE OF ADJOURNMENT: \_\_\_\_\_

ROOM \_\_\_\_\_

DOCKET NUMBER \_\_\_\_\_

I, \_\_\_\_\_ having been duly sworn, depose and say:

1. That I am at least 18 years of age and that I am not a party of this process, and live at:

\_\_\_\_\_  
(STREET)

\_\_\_\_\_  
(CITY)

\_\_\_\_\_  
(COUNTRY)

2. On the \_\_\_\_\_ day of \_\_\_\_\_ of 2024, at \_\_\_\_\_ a.m./p.m., I personally served the following documents, all marked with the docket number [CASE DOCKET NUMBER]:

- a. Copy of the petition for guardianship of the minor, [CHILD'S NAME],
- b. The judicial summons ("SUMMONS" in English) notifying [RESPONDENT PARENT'S NAME] of the hearing in [PART/COURTROOM], of the Family Court of the county of [COUNTY], located at [ADDRESS OF FAMILY COURT], on [DATE OF HEARING] at [TIME OF HEARING], and accessible virtually via the following Microsoft Teams link: \_\_\_\_\_.

3. I personally served [RESPONDENT PARENT], the said documents, taking and serving said documents at the stated hour at the following address:

\_\_\_\_\_  
(STREET)

\_\_\_\_\_  
(CITY)

\_\_\_\_\_  
(COUNTRY)

4. I have knowledge of the named person, [RESPONDENT PARENT], is the person named on the said documents as the respondent in this action.

1. DESCRIPTION OF THE PERSON BEING SERVED:

- a. sex: \_\_\_\_\_ skin color: \_\_\_\_\_ hair color: \_\_\_\_\_  
approx. age: \_\_\_\_\_ approx. height: \_\_\_\_\_ approx. weight: \_\_\_\_\_  
other distinctive features: \_\_\_\_\_

Pursuant to NY CPLR § 2106 (as amended 2024), I affirm this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### CERTIFICATION OF TRANSLATION

1. I, \_\_\_\_\_, being duly sworn, depose and say:
2. I am over the age of 18 and a resident of Queens, New York.
3. I am currently a paralegal at the Safe Passage Project located at 185 West Broadway, New York, New York 10013.
4. I am not a party to the above captioned case.
5. I am not related to any parties in the case.
6. I hereby certify that the attached Affidavit of Personal Service on [RESPONDENT PARENT] was translated into English and I represent that the translation is true, complete, and accurate translation from the original document written in Spanish into the English language.
7. My qualifications to translate the documents from Spanish to English include: (1) I am a native Spanish language speaker; (2) I received a Bilingual education in a NYC Elementary School. (3) I took Spanish classes in High School and obtained an Advanced Regents Diploma with Spanish as a language. (4) I was part of the International Baccalaureate Program in High School and took High Level Spanish courses. (5) Additionally, I am a fluent English language speaker, I took classes in the English Language in Middle School, High School, and College.

Pursuant to NY CPLR § 2106 (as amended 2024), I affirm this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

\_\_\_\_\_  
Signature of Translator

\_\_\_\_\_  
Date