

## IDEAS ON HOW TO SERVE A SUMMONS ON AN UNKNOWN ADDRESS

1. A check of all telephone directories in the area surrounding the believed last known address with the results of calls made or mail sent to these parties.
- 2.. A letter sent to the believed last known address and results of interviews with neighbors.
3. A visit made at the believed last known address and results of interviews with neighbors, landlord, etc.
4. An inquiry to the United States Postal Service for any address or change of address.
5. Inquiries to said respondent's known relatives and the results of these inquiries.
6. An inquiry to the Board of Elections and the results of that inquiry.
7. An inquiry to the Department of Motor Vehicles and the results of that inquiry.
8. An inquiry to the Department of Social Services and the results of that inquiry.
9. An inquiry to the various branches of the Military and the results of those inquiries.
10. An inquiry to the Department of Health and Vital Records for a search for a death certificate and the result of that inquiry.
11. An inquiry to City, State, and Federal Corrections, Health and Hospital Corporations, Board of Education, Homeless Shelter System, Utility Companies, etc., if appropriate.

It is extremely important that any proof of inquiries submitted to the court shall be in the form of official replies from said agencies, or in affidavit form by you and/or the person(s) who inquired on your behalf.

Any and all affidavits like "AFFIDAVIT OF ATTEMPTED SERVICE" or "AFFIDAVIT OF DUE DILIGENCE" can be purchased from any legal stationary store or online.

For further information and assistance regarding the New York State Unified Court system, please go to [www.nycourthelp.gov](http://www.nycourthelp.gov)