



Serving an Individual

Instructions for Yidservice Server

Use these instructions to serve legal papers on a **person** in New York. If anything about the job doesn't match them, contact Yidservice before you serve.

What You Should Have Before You Go

- Two (2) stapled copies of the **papers**: one to deliver, one spare.
- The **job sheet** with the person's full name, address, and photo or description.
- One (1) blank **affidavit.pdf**. Do not sign it yet.
- A charged phone with video and location (GPS) on, and a pen and notepad.

Step 1 — Plan Your Visit

- Go early morning or early evening, when people are usually home.
- **Never serve on a Saturday or Sunday.**

Step 2 — Start Recording

- Before you walk up, start video with the phone in your shirt pocket, camera facing out. Say the date, time, and address aloud. Keep recording until you're back at your car.
- Photograph the building, the house or apartment number, and the door.
- Recording a conversation you are part of is legal in New York. Never share recordings outside Yidservice.

Step 3 — Identify the Person

- Knock, step back, and ask: *"Are you [full name]?"*
- Politely ask for photo ID. They don't have to show it. If they refuse, note how else you confirmed who they are (answered to the name, matched the photo or description).
- Don't serve anyone unless you're reasonably sure they are the right person.

Step 4 — Hand Over the Papers

- Hand the papers directly to the person and say: *"[Full name], you are being served with legal papers."*
- **If they refuse or close the door**, repeat that they are being served and leave the papers as close to them as you can while they watch. Never throw papers.
- Don't discuss the case or give advice. If asked, say: *"I just deliver the papers. You may want to speak with a lawyer."* Then leave calmly.

Step 5 — If the Person Isn't There

- You may leave the papers with another **adult** at the person's home or workplace. Never a child, or anyone who seems confused or impaired.
- Get their name and relationship to the person, and say: *"These are legal papers for [full name]. Please make sure they get them."*
- If a building won't let you past the lobby, you may leave them with the doorman. Note that you were refused access.
- **Notify us right away.** A follow-up copy must be mailed within 20 days.

Step 6 — If No One Answers

- Log each attempt: date, time, and what you saw (lights, cars, packages). Photograph the door each time.
- Return at different times and days, including early morning and evening.
- **Never tape papers to the door unless we tell you to.**

Never

- Enter a home without permission, force a door, or pass locked gates or "No Trespassing" signs. Leave if told to.
- Touch, block, or threaten anyone.
- Claim to be police or a government employee, or use tricks.
- Put papers in a mailbox. That is a federal offense.
- Write anything on the affidavit that didn't happen exactly as described. A false affidavit is a crime.

Safety comes first

If there's an aggressive dog, a weapon, a threat, or you feel unsafe, leave without serving and call Yidserve. Call 911 if you are in danger.

Step 7 — Record the Details

Right after you leave, write down:

- The exact date, time, address, and spot (door, lobby, driveway).
- Who you served, and how you confirmed their identity.
- Their sex, skin color, hair color, approximate age, height, weight, and features like glasses or a beard.

Send the video, photos, and notes to Yidserve the same day.

Step 8 — Sign Your Affidavit of Service

Complete **affidavit.pdf** from your notes and sign it **only in front of a notary**. Return it to **jobs@yidserve.com**.