

**Monday, April 29, 2019** (class 23 of 30!)

**Today:**

- Summons & complaint drafts!
- Service of papers!
- Advisement & registration!

**Now:** Open CPLR R. 3014 (Statements).

**For next class** (Wed. May 1!):

- Final court observation memo due! **PROOFREAD!!**
- Review all of ch. 10 and read CPLR § 308 (Personal Service Upon a Natural Person).

**Mon. May 6:** QUIZ! Preparation of papers (ch. 11); summons & complaint (chs. 12 & 14); venue (ch. 9). Bring CPLR!!

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**Summons & complaint assignments! Reminders to all:**

- REVIEW assignment & templates!! *Multiple times!!*
- Summons: "*her* address . . ." (sorry ☹)
- SIGN everything! with appropriate names. (You can be the notary. ☺)
- Check your MATH!!
- List the goods in a TABLE!
- Review PLEADING requirements! CPLR R. 3014.
- **PROOFREAD!!** again & again!! *and again!!*

\* \* \*

**Service of papers** = delivery of legal papers / court documents to the person required to respond to them.

- a/k/a "service of process"
- gives court personal jurisdiction over defendant/recipient
- governed by CPLR R. 2103

**CPLR R. 2103:** Service of Papers!!

(a) **Who can serve:**

- (1) not a party
- (2) 18+

(b) & (c) → **Who can be served, & how:**

(b) If the party has attorney, **must** serve attorney! *Options:*

1. Deliver personally
2. Mail
3. Leave at attorney's office
  - *if open, with "person in charge" or in "conspicuous place"*
  - *if closed, in "letter drop"*
4. Leave at attorney's residence
  - *only if can't leave at office*
  - *with "person of suitable age & discretion"*

5. Fax (plus mail)
6. Overnight delivery (FedEx)
7. Email

**If party has no attorney, may serve party (her/himself).**

- By 1, 2, 4, 5 or 6 above (under b)
- NOT 3 (leave at office) or 7 (email).