



### TRAVERSE REPORT FORM FOR LEGAL ADVOCATES

The Department of Consumer Affairs (DCA) licenses process servers and enforces New York City laws and rules governing process servers. As part of its enforcement, DCA examines hearings contesting service of process (“traverse hearings”). **Please submit this completed form and a copy of any written decision or order issued by the court.** Your report will help DCA ensure that process servers comply with the law.

**IMPORTANT:** Within 100 days of the hearing date, a process server must report to DCA either the final result of the traverse hearing **OR** that he/she made the required attempt to learn the result without success. See Title 6, Rules of the City of New York § 2-236(c).

Date of Hearing	
Court	County
Part	Index No.
Judge	
Petitioner/Plaintiff	Petitioner/Plaintiff’s Attorney
Respondent/Defendant	Respondent/Defendant’s Attorney
Date of Service	
Process Server Name	DCA License No.
Process Serving Agency Assigning Service	
<b>Final Result (Check ONE box only.)</b>	
Traverse was:	
<input type="checkbox"/> Sustained (improper service)	<input type="checkbox"/> Settled (Please provide details below.)
<input type="checkbox"/> Overruled (proper service)	<input type="checkbox"/> Other (Please provide details below, including any reason(s) the hearing was canceled.)
<b>Detailed Comments:</b>	

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Please submit this form and any attachments to DCA by e-mailing [TraverseReports@dca.nyc.gov](mailto:TraverseReports@dca.nyc.gov).