

## JUDICIAL TRAVERSE REPORT FORM

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 traverse hearings. If you hold a traverse hearing, please send DCA this completed form and copies of any related documents (e.g., the slip opinion or decision sheet). Your report will help DCA ensure process server compliance with the law. To access relevant law and rules, visit [nyc.gov/consumers](http://nyc.gov/consumers), click the hyperlink “Know the Law,” and refer to the Licensing Law section.

Date of Hearing	
Court	County
Part	Index No.
Judge	
Petitioner/Plaintiff	Petitioner/Plaintiff’s Attorney ( <i>include firm’s name</i> )
Respondent/Defendant	Respondent/Defendant’s Attorney ( <i>include firm’s name</i> )
Date of Service	
Process Server Name	DCA License No.
Process Serving Agency Assigning Service	
<b>Final Result</b> ( <i>Check ONE box only.</i> )	
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.)
<b>Detailed Comments:</b>	

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

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

Please use ONE of the following methods to submit this form and attachments to DCA:

- E-mail [TraverseReports@dca.nyc.gov](mailto:TraverseReports@dca.nyc.gov) OR
- Fax (212) 487-4390 OR
- Mail to:  
Department of Consumer Affairs – Legal Division  
42 Broadway, 9th Floor  
New York, NY 10004