



TRAVERSE REPORT FORM FOR PROCESS SERVERS/AGENCIES WHO SIGNED A CONSENT ORDER

Process servers and process serving agencies both must report a scheduled traverse hearing (hearing contesting service) to the Department of Consumer Affairs (DCA) within 10 days of receiving oral or written notice that such a hearing has been scheduled. See Title 6, Rules of the City of New York § 2-236(a). Use **Part I** of this form to report the scheduled hearing. Submit this form and any attachments to DCA by e-mailing TraverseReports@dca.nyc.gov.

Note: Both the process server and the process serving agency must each submit a completed Traverse Report Form.

PART I – REPORT OF HEARING

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 Name/DCA License No.	
I am submitting this form as:	<input type="checkbox"/> A process server individual <input type="checkbox"/> An authorized representative for the process serving agency

Signature _____ Date _____

IMPORTANT: Process servers and process serving agencies both must report the final result of the traverse hearing to DCA within 10 days of learning the final result. See Title 6, Rules of the City of New York § 2-236(c). Use **Part II** of this form to report the final result of the traverse hearing.



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PART II – REPORT OF FINAL RESULT

Pursuant to the Consent Order that you signed with DCA, you shall learn the final result of each **scheduled** traverse hearing involving any challenge to service of process made or assigned by you and obtain a copy of the court’s decision/order, including any stipulation or court file jacket setting forth the final disposition of the matter. The final result shall include any judicial order, waiver of the hearing, or voluntary settlement resolving the challenge to service of process.

Note: “Decision reserved” is not a final result and you must continue to search for the final court decision in accordance with the procedure summarized below.

Within 10 days of learning the final result of a traverse hearing, you shall notify DCA by submitting this traverse report and a copy of the court’s decision/order, by e-mail, to TraverseReports@dca.nyc.gov.

If you fail to learn the final result of the hearing and obtain a copy of the court’s decision/order within 30 days of the scheduled hearing date, you must send a written inquiry to the plaintiff/petitioner or the plaintiff/petitioner’s attorney to learn the final result and for a copy of the court’s decision. If you fail to receive a response to that inquiry within 60 days of the scheduled hearing date, you must search the court records. If you are unable to learn the final result and obtain a copy of the court’s decision within 90 days of the scheduled hearing date, you must (1) within 100 days of the scheduled hearing date, provide a written explanation to DCA of why you were unable to do so and (2) continue to search the court records every 30 days until you learn the final result of the traverse hearing and are able to obtain a copy of the court’s decision.

Final Result *(Check ONE box only.)*

Traverse was:

- Sustained (improper service)
- Overruled (proper service)
- Settled (Provide details below.)
- Other (Provide details below, including any reason(s) that the traverse hearing was not held.)

Comments

Signature _____

Date _____

Print Name _____