



TRAVERSE REPORT FORM FOR PROCESS SERVERS/AGENCIES

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

You must attempt to contact the petitioner/plaintiff or the petitioner/plaintiff’s attorney by U.S. mail or e-mail to learn the final result of the traverse hearing. If you do not receive a response from the petitioner/plaintiff or the petitioner/plaintiff’s attorney within 60 days of the scheduled hearing date, you must search the court records for the final result of the traverse hearing. If you have not learned the final result within 90 days of the scheduled hearing date, you must search the court records again. Within 100 days of the hearing date, you must report to DCA either (1) the final result of the traverse hearing OR (2) that you made a diligent attempt to learn the final result without success.

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 above.

Submit this form along with any attachments to DCA by e-mailing TraverseReports@dca.nyc.gov. You are encouraged to attach a copy of the court’s decision to the report.

Final Result *(Check ONE box only.)*

Traverse was:

- Sustained (improper service)
- Overruled (proper service)
- Settled (Please provide details below.)
- I affirm that I attempted to contact plaintiff or plaintiff’s attorney to learn the final result, diligently searched the court file 60 and 90 days from the date of the scheduled hearing, but was unable to learn final result.
- Other (Provide details below, including any reason(s) that the traverse hearing was not held.)

Comments

Signature _____

Date _____

Print Name _____