INTRODUCTION

This briefing provides an overview of the regulation of process servers in the city of New York in the wake of the recent passage of the New York City law requiring global positioning system (“GPS”) or other electronic tracking and verification of service of process (hereinafter the “GPS Requirement”). In particular, this briefing identifies potential risks attendant to the implementation and enforcement of the GPS Requirement. The briefing also outlines the state of the market for “process server integrity software,” or electronic location tracking software, focusing specifically on the appropriateness of various software packages and feature suites for optimal compliance with the law. In sum, although there were several electronic process server software packages available at the time of this writing, only three of the packages found in our review of the market are configured to comply with the requirements of the GPS Requirement, and of those, only two are marketed for sale for use by process servers. Those software packages, though not specifically recommended or endorsed by New York Appleseed, provide examples of the features that a software package would need to include.

ELECTRONIC RECORD REQUIREMENTS IN THE GPS REQUIREMENT

Process servers in New York City are governed by Title 20, Chapter 2, Subchapter 23 of the Administrative Code; regulatory authority is vested in the City’s Department of Consumer Affairs (“DCA”). For the purposes of this briefing, the most relevant addition to the GPS Requirement is its inclusion of a new Section 20-410, which requires an electronic record of service in a form prescribed by rule of the Commissioner of the DCA, and which states:

A process server licensed pursuant to this subchapter shall carry at all times during the commission of his or her licensed activities and operate at the time process is served or attempted an electronic device that uses a global positioning system, wi-fi device or other such technology as the Commissioner by rule shall prescribe to electronically establish and record the time, date, and location of service or attempted service. All records created by such electronic device shall be maintained in an electronic database by the process server, or if such process server is acting exclusively as an employee of a process service agency, by the process service agency, for seven (7) years from the date such record is created.

Id.

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1 To our knowledge, New York City is the only jurisdiction (local or state) in the nation to require GPS or electronic location tracking of process servers.
The law does not specify the exact manner by which a process server is required to verify his location at the time of service since technical specifications will be promulgated by the DCA. These specifications will likely require a process server to carry a device with the ability to pinpoint the server’s geographical and positional location at the time of attempted service. The most likely means of complying with this requirement is through the use of a “smartphone” given the widespread inclusion of geolocation technology in cellular devices and the availability of a wide range of software programs, including software programs designed specifically for the process server industry described later in this briefing.

COURT ANALYSIS OF GPS SYSTEMS AND EVIDENCE

New York courts have only recently considered the issue of GPS location data in the evidentiary context. Generally, courts tend to look favorably upon GPS technology as a reliable means of establishing location. The state’s Court of Appeals, for example, has observed, “With the addition of new GPS satellites, the technology is rapidly improving so that any person or object, such as a car, may be tracked with uncanny accuracy to virtually any interior or exterior location, at any time regardless of atmospheric conditions.” People v. Weaver, 909 N.E.2d 1195, 1199 (N.Y. 2009). In that case, the Court considered the use of a GPS tracking device capable of determining the location of the subject vehicle to within thirty feet. Information regarding location was gathered approximately once per minute while the vehicle was moving and could be downloaded remotely by an investigator within visual range of the subject vehicle. Weaver, 909 N.E.2d at 1196.

Federal courts have similarly allowed the introduction of location evidence, specifically cellular telephone and GPS data, in order to establish criminal defendants’ whereabouts, so long as foundational testimony as to the authenticity of the GPS records is provided. See U.S. v. Wood, 2009 WL 2157128, *2 (W.D.N.Y. 2009) (“Jain testified that he or other employees of TruckDepot would frequently verify the accuracy of the GPS information by simultaneously contacting the truck driver at issue and asking the driver exactly where he was.”); Love v. Electric Power Board of Chattanooga, 2009 WL 1514436, *4 (E.D. Tenn. 2009) (“Before relying on the GPS reports, Ms. Burnett verified that the GPS system in Plaintiff’s vehicle was functioning

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2 The global positioning system is a government-owned satellite interface that provides location, timing, and positioning services. See http://www.gps.gov (last visited August 18, 2010). Current GPS technology is typically accurate within a distance of approximately 5 meters. U.S. Department of Defense, Global Positioning System Standard Positioning Service Performance Standard (2008), at v, available at http://pnt.gov/public/docs/2008/spsp2008.pdf (“For example, with current (2007) Signal-in-Space (SIS) accuracy, well designed GPS receivers have been achieving horizontal accuracy of 3 meters or better and vertical accuracy of 5 meters or better 95% of the time.”) (last visited August 16, 2010).

3 The United States’ GPS system was initially designed to provide locations to civilian receivers that included a purposeful error in the reporting of location by approximately 100 meters. This system (known as “Selective Availability” and implemented as a means of ensuring national security) was terminated as of May 2000, and the government indicates that such program will not be reinstated. That said, the United States government has presumably reserved the right to reintroduce Selective Availability in times of war or other emergency, but there is no reason to suspect such action will be taken at any time in the future. Available at http://www.ngs.noaa.gov/FGCS/info/sans_SA/docs/GPS_SA_Event_QAs.pdf
in an accurate manner.”); United States v. Barlow, 2008 WL 5155652, *3 (S.D. Fla. 2008) (“Officer Dipre conducted a GPS verification on the morning of this investigation, by which he verified that his GPS readings were accurate to within a few feet.”). Courts have not, at this point, made any issue of the inherent margin of error in GPS systems and it appears that they have focused more on whether GPS can establish an individual’s location with a reasonable degree of accuracy. In addition, other federal courts have noted that the accuracy of a GPS system can vary due to external factors such as atmospheric conditions and the location of the GPS receiver (e.g., whether it is indoors or outdoors). United States v. Mathis, 2008 WL 1990443, *11 (S.D. Ohio 2008).

**PRACTICAL AND LEGAL ISSUES IN THE IMPLEMENTATION OF THE GPS REQUIREMENT**

Although implementation of the GPS Requirement will likely reduce instances of “sewer service,” it is unlikely to eliminate completely the specific problems attendant to personal service of process upon individuals residing in New York City — that is, despite the law’s requirement that process servers electronically verify the “time, date, and location of service or attempted service,” such technological verification will not provide any confirmation that the process server actually rang a bell or knocked on a door in a true service attempt. If properly implemented, however, the GPS Requirement removes the financial incentives for sewer service and allows defendants to challenge improper service when it occurs. With these goals in mind, New York Appleseed discusses below several issues that arise with GPS technologies along with recommendations for addressing those issues.

**Dense Areas of High Rise Construction**

The GPS Requirement requires “a global positioning system [or] wi-fi device” as means for verification of service, but ultimately gives the authority to the DCA Commissioner to prescribe “other such technology” for this purpose and related rules. Accordingly, New York Appleseed is recommending that, in addition to GPS, any final rule promulgated by DCA should also permit the use of “Assisted GPS” (“A-GPS”), wi-fi positioning, or a similar hybrid positioning system as a means of verifying service. A-GPS works by combining signals received from GPS satellites with triangulation data from cell phone towers to pinpoint a user’s location, while wi-fi positioning utilizes databases of known locations of wireless access points. Such systems are particularly valuable in dense high-rise areas like Manhattan, where standard GPS receivers often do not have a sufficient line of sight with four separate satellites, the minimum required to fix one’s position via GPS alone.4

4 GPS and A-GPS are, to our knowledge, the two most widely-used means of verifying location within the United States. There are other global systems either in development or some partial stage of operation (Russia’s GLONASS, the European Union’s Galileo, and China’s Compass/Beidou-2), but none are fully-operational and none appear as reliable as the United States GPS system. In addition, there are a number of hybrid positioning systems under development, which utilize alternative location methods such as databases of wi-fi access points; such systems are in various stages of development and implementation, however, and none are as widely available as A-GPS (with the exception of wi-fi positioning which is becoming increasingly common in current-generation smartphones). For a brief explanation of such systems, see http://en.wikipedia.org/wiki/Hybrid_positioning_system (last visited October 4, 2010).  

Footnote continued on next page
“Lobby Service”

The GPS Requirement cannot solve the problem of process servers who enter densely-populated multi-level residential buildings and deposit documents in the lobby instead of actually traveling to the individual’s apartment. New York Appleseed therefore recommends that process servers be required to capture a photograph of the door to the apartment unit, home or business to which the papers are addressed.\(^5\)

Presumptions of Proper Service

As already noted, the electronic records created under the GPS Requirement will only verify that a process server was at a particular set of geographic coordinates at a particular time. In order to reinforce the New York CPLR’s requirements for personal service of process (separate and apart from the electronic record provisions of the city’s GPS Requirement), New York Appleseed recommends that any rules promulgated by the DCA should reference N.Y.C.P.L.R. § 308. The service verification measures outlined should not be viewed as more probative than any other evidence purporting to demonstrate proper service of process (e.g., a process server’s sworn affidavit).

Proof of Service and the Rules Against Hearsay

Beyond the issue of presumptive proper service, a related concern is proof of service as it relates to New York’s rule against hearsay evidence. Hearsay, defined as an out-of-court statement offered to prove the truth of the matter asserted, is generally not admissible evidence unless subject to an exception to or exclusion from the general rule.

Records gathered as required by the GPS Requirement, if offered in court to prove that process was properly served, could qualify as hearsay, making it important that any electronic records gathered as a means of compliance with the GPS Requirement must be so gathered with an eye toward ensuring the information’s later admissibility. Process servers may have to provide affidavits demonstrating that the statutory requirements of the “business records” exception are met. Accordingly, New York Appleseed recommends that any rule adopted, either in the text of the rule or the accompanying legislative history, note that the issue of hearsay was considered and that the records created as a result of the rule do not run contrary to the rule against hearsay and should be considered admissible evidence by reviewing courts. While it will not create a statutory means for these records’ automatic admission into evidence, this recommendation may provide a reviewing court with an appropriate hook on which to find such evidence admissible.

New York Appleseed also recommends that the new rules compel process servers, when filing the required proof of service with the courts (see N.Y.C.P.L.R. § 306), to include in the notice the GPS coordinates of the location at which process was served. The requirement

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Footnote continued from previous page

\(^5\) Further measures, such as a requiring a photograph of the individual being served, would likely not be useful and may give rise to practical issues and privacy concerns.
would ensure that process servers are complying with DCA’s new rules as well as deter manipulation of GPS data should proper service be later challenged in court, adding an additional layer of reliability.

OVERVIEW OF PROCESS SERVER TRACKING SOFTWARE

Process Server Tracking Software Landscape

New York Appleseed identified twelve different process server integrity software packages on the market at the time of this writing. Research was conducted through general internet searches for process server support software, as well as by reviewing the websites of trade organizations such as the National Association of Professional Process Servers and the National Process Servers Association. A chart detailing the various packages is attached to this briefing as Appendix A. The list of software packages is not intended to be exhaustive, and New York Appleseed does not endorse any particular software package or service provider. Instead, the discussion below is presented as an examination of features that would allow for compliance with the GPS Requirement or provide additional benefits to process servers and consumers. The “preferred” software packages are examples of software that appear to provide the features required by the GPS Requirement; they are not, however, the exclusive means of compliance. Other software packages may exist, and in the alternative, it would be possible to separately develop a software package consisting of those features required by the GPS Requirement, which may be the most effective means of compliance. However, the “preferred” software packages provide a useful guide as to what features would be required to comply with the GPS Requirement.

Each of these software packages performs organizational tasks such as project tracking and billing management. The information collected by such software generally includes the date, time, location and method of service; the name, approximate age, physical description and military status of the person accepting service; and other relevant information about the individual being served (an example data entry screen from the Process Server Software Pro 2008 is attached as Appendix B). In addition, most of the available software is designed to permit users to conduct searches using a variety of criteria. For example, Constables’ Office permits users to search by client, recipient, date of service, city of service or process server, among other options (an example search screen from Constables’ Office is attached as Appendix C). Finally, most software packages automatically generate affidavits, certificates of service or other necessary forms based on the information stored on the system.

Most software packages, however, depend on manually-entered information, with no provision for external verification of data. Our review of these software packages determined that only three programs — Loyal Dog, TrueServe and CivilMap (in development and not yet officially released) — have the capacity to satisfy the GPS Requirement’s mandate that a process server carry “at the time process is served or attempted an electronic device that uses a global positioning system, wi-fi device or other such technology as the Commissioner by rule shall prescribe to electronically establish and record the time, date, and location of service or attempted service.” The software packages that are most appropriate share certain common features, including availability on a smartphone platform and automatic reporting of location data.
Features of Potentially-Compatible Applications

There are two main features shared by the three software packages that may meet the requirements of the new GPS Requirement. First, these programs are available on a mobile software platform (thus allowing a smartphone to serve as the required “electronic device”). Second, these programs include a method to capture location information at the time of service or attempted service through GPS or A-GPS. These two features would presumably be required by the GPS Requirement.

At the time of this writing, there are process server applications available for three mobile operating systems: iOS (the operating system for Apple’s iPhone, iPod Touch and iPad), Android, and Windows Mobile 6. Loyal Dog is available for Windows Mobile 6 and Android, with an iOS version in development; TrueServe and CivilMap are available only for iOS. Loyal Dog, TrueServe, and CivilMap all work in a similar manner, using the GPS and A-GPS features available in all modern smartphones⁶ to capture the location of service attempts. Loyal Dog and TrueServe work in tandem with the phones’ camera feature: a process server may take a photograph of the location and the software automatically records the date, time and location (and in the case of Loyal Dog, whether the location was captured from a GPS satellite fix, or from cell tower location services), and transmits that information to the process server’s office, where it is either stored locally or securely on the internet. The information captured may be made available to clients, who can view the status of jobs through a web-based system, and are archived for later review. Loyal Dog and TrueServe both appear to be primarily locally-hosted programs, and the data is stored within the process server company’s office. Loyal Dog has an option for online storage and backup through Amazon’s S3 server system, although presumably TrueServe also has some sort of backup capability. CivilMap, although not yet released, claims to run through a “web application,” which might refer to the client-side interface but might also mean that all the information is stored on third-party servers. Loyal Dog also offers an “open Application Programming Interface (API)” which allows a user to output data collected from the Loyal Dog application to other software programs or databases, including those developed by third parties.

In addition, Loyal Dog offers a separate tracking application, used to map the path of process servers over the course of a day. This software captures the process server’s location every ten minutes and sends that information to the employer’s database for review, is kept separate from service history and is not available to clients for privacy reasons. TrueServe offers a similar feature, called ServerTrak (although TrueServe’s website does not specify, presumably this information is not available to clients).

CONCLUSION AND SUMMARY OF RECOMMENDED FEATURES

Although compliance with the GPS Requirement could be achieved with a variety of software and hardware systems, there are a number of features that should be specifically required by

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⁶ FCC rules require wireless service providers to ensure that at least 95% of their customers’ handsets are location-capable. See 47 CFR § 20.18(g)(1)(v). Additionally, by September 11, 2012, the rules require that all location capable services provide latitude and longitude information accurate to within 50 to 300 meters, depending on the type of technology used. See 47 CFR § 20.18(h)(1)(i)-(iii).
the implementing rule, both to improve the reliability of service attempts, as well as possibly to provide some degree of uniformity throughout the process server industry.

The law currently requires the use of an electronic device that can “establish and record the time, date, and location of service or attempted service.” This requirement can be satisfied by nearly any modern smartphone or GPS-enabled personal digital assistant, as well as many GPS-enabled digital cameras. As discussed above, however, although the GPS system is highly accurate in theory, its accuracy is significantly diminished in high-density areas without a clear line of sight to the sky, as is the case in many parts of New York City. A potential solution to this problem has two parts. First, the implementing rule should include a requirement that photographs be taken of the entrance to the building and/or individual unit of the party being served. This would ensure at least that the process server has traveled to the location of service, in situations where the accuracy of a GPS device might lead to inconclusive results. Requiring that a photograph be taken of the entrance to the apartment unit would also reduce the incidence of “lobby service.” Second, the rule should require the device to include A-GPS or a similar hybrid positioning system which would obtain location information from sources other than GPS satellites, such as cell phone towers or wireless internet access points. Such a system would improve accuracy in locations where line of sight to GPS satellites is limited or blocked entirely.
APPENDIX A: COMPARISON OF PROCESS SERVER INTEGRITY SOFTWARE PACKAGES

<table>
<thead>
<tr>
<th>Software</th>
<th>Website/Contact</th>
<th>Notable Features</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PREFERRED SOFTWARE PACKAGES</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| CivilMap  | http://civilmap.com (877) 404 2627 mike@civilmap.com tyrel@civilmap.com | • Release forthcoming  
• Tracks time, date, and location of service by GPS  
• Automatically creates affidavits of service  
• Runs through a “web application”, presumably means not stored locally  
• Cost (based on # of serves/month):  
  - Up to 100: $75  
  - 101 – 500: $150  
  - 501 – 1000: $200  
  - 1001 – 2500: $300  
  - 2501 – 5000: $500  
  - 5001 – 10,000: $750  
  - 10,000+: negotiable |
<table>
<thead>
<tr>
<th>Software</th>
<th>Website/Contact</th>
<th>Notable Features</th>
</tr>
</thead>
</table>
| Loyal Dog     | http://loyalpuppy.com/ (718) 301 5890 (Rob/Linda) loyalpuppy@gmail.com | • Smartphone app (available for Windows Mobile 6 and Android) that captures lat/long information and photos, along with status information for each attempt, and updates main software and client website; will indicate whether position is from GPS or cell towers  
• Separate GPS-tracking application, which does not report to clients through the standard web interface (only to employers) that will capture location every ten minutes and send to server for review by home office; will indicate whether from GPS or cell towers  
• Open API (application programming interface) for use with other software systems; allows users to utilize data collected from LoyalDog app in other software  
• Main software is a windows application that runs on desktops with data stored on internal database servers  
• Backup and storage on Amazon S3 servers, available for off-site view by clients  
• Cost: $350/month for 6 workstations to subscribe; $25,000 to purchase (unlimited workstations). Additional workstations are $25/month unless program is purchased. |
<table>
<thead>
<tr>
<th>Software</th>
<th>Website/Contact</th>
<th>Notable Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>TrueServe</td>
<td><a href="http://www.mytrueserve.com/">http://www.mytrueserve.com/</a></td>
<td>Description of Process from Website</td>
</tr>
<tr>
<td></td>
<td>(877) 458 8555</td>
<td>• Server arrives at an address and opens the iPhone app.</td>
</tr>
<tr>
<td></td>
<td>(561) 283 0009</td>
<td>• GPS confirms the server’s location where the paper is to be served (must be within 200 ft. of address.)</td>
</tr>
<tr>
<td></td>
<td>JLL Technologies Corp.</td>
<td>• Once the location is confirmed, the app asks the server to take a photo of the residence (providing time and date stamped photographic proof of his attempted address along with GPS coordinates.)</td>
</tr>
<tr>
<td></td>
<td>6415 Lake Worth Road, #100</td>
<td>• After the attempt or the serve, the app once again confirms the server’s proximity to the address and unlocks the record for him to update.</td>
</tr>
<tr>
<td></td>
<td>Greenacres, FL  33463</td>
<td>• At this time the server either adds his attempt and what happened or enters his service information which instantly updates the database and is immediately available for viewing online.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cost: No pricing information available</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Software</th>
<th>Website/Contact</th>
<th>Notable Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER SOFTWARE PACKAGES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Manager</td>
<td><a href="http://www.casemanager.info/">http://www.casemanager.info/</a></td>
<td>• Installs locally, uploads to an online database for clients to view status</td>
</tr>
<tr>
<td></td>
<td>(866) 281 8350</td>
<td>• Allows attachment of photo to case records</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:needfacts@casemanager.info">needfacts@casemanager.info</a></td>
<td>• Has a “GPS Photo” feature that only extracts latitude and longitude information from an address, does not actually locate on-site (appears to completely misunderstand the law)</td>
</tr>
<tr>
<td>Software</td>
<td>Website/Contact</td>
<td>Notable Features</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Casemate                 | http://www.processservicecentral.com/ (713) 553 5573 info@processservicecentral.com | • Allows clients/attorneys to input new orders  
• Manages assignments (will alert servers on their desktop, and may also include cell phone notification)  
• Generates affidavits following service |
| Constables’ Office       | http://www.constable.com/ (413) 592 8100 webmail@constable.com                  | • Appears to mostly track manually-inputted service information  
• Generates affidavits, notices, and billing information  
• Stores data locally; can sort by nearly any field, including client, recipient, person accepting, venue, etc. |
| Process Place            | http://www.processplace.com/ (978) 256 9672 info@placesystems.com               | • Centrally hosted, accessible through web browser  
• Seems to only produce reports and affidavits, no other tracking options  
• Company states that “ideal clients are small and very small businesses” |
| Process Server Central   | http://www.mypsc.net/ (800) 860 7731 mypsc@comcast.net                          | • Can attach photos with “Standard” (second-level) service  
• Allows for tracking of job status but no other data |
<table>
<thead>
<tr>
<th>Software</th>
<th>Website/Contact</th>
<th>Notable Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Server Software Pro</td>
<td><a href="http://www.psspro.com/">http://www.psspro.com/</a> [non-working site]</td>
<td>• On NPSA website, but main link appears to be defunct; apparently being maintained and sold by an independent process server company</td>
</tr>
<tr>
<td>/PSSPro 2008</td>
<td><a href="http://mdpriority.com/software.aspx">http://mdpriority.com/software.aspx</a></td>
<td>• Run through Microsoft Access</td>
</tr>
<tr>
<td></td>
<td>(720) 253 5773 <a href="mailto:service@mdpriority.com">service@mdpriority.com</a></td>
<td>• Creates affidavits, affidavits of due diligence, and tracking reports</td>
</tr>
<tr>
<td></td>
<td>Magnum-Diego Priority Services</td>
<td>• Customization available for a fee</td>
</tr>
<tr>
<td></td>
<td>8547 East Arapahoe Road Suite J, PMB 593 Greenwood Village, CO 80112</td>
<td></td>
</tr>
<tr>
<td>Process Server’s Toolbox</td>
<td><a href="http://www.dbsinfo.com/">http://www.dbsinfo.com/</a> (800) 842 4778 (407) 679 1539 <a href="mailto:support@dpsinfo.com">support@dpsinfo.com</a></td>
<td>• “Web Services Pack” provides web interface for clients, automatic status emails</td>
</tr>
<tr>
<td></td>
<td>Database Services, Inc. 5415 Lake Howell Road, #327 Winter Park, FL 32792</td>
<td>• Pricing is per job ($25 for first 100, then $0.25/job up to $85 monthly cap); also has hosted/in-house SQL server versions available</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Appears to mostly track manually-inputted service information and generate forms</td>
</tr>
<tr>
<td>Proserve</td>
<td><a href="http://www.pro-serve.org/">http://www.pro-serve.org/</a> (800) 628 6614 <a href="mailto:info@pro-serve.org">info@pro-serve.org</a></td>
<td>• Automatic service completion notices emailed to clients</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 835 Carmel, CA 93921</td>
<td>• Otherwise, appears to mostly track manually-inputted service information and generate forms</td>
</tr>
<tr>
<td>Software</td>
<td>Website/Contact</td>
<td>Notable Features</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| ServeManager / ServeNow | [https://www.servemanager.com/](https://www.servemanager.com/)  
|                    | (800) 280 4400  
|                    | <no email listed>  
|                    | 12335 Santa Monica Blvd, #300  
|                    | Los Angeles, CA  90025                      | • Primarily for communication, status tracking, and job assignment between process servers and clients  
|                    |                                                      | • Integrated with serve-now.com directory; potential clients can automatically assign jobs to advertising process server companies, which have access to ServeManager  
|                    |                                                      | • Provides automated status updates to clients based on manual inputs by process servers  
|                    |                                                      | • Does not appear to generate affidavits or other documents (Website states “After the job is complete the process server can create or upload affidavits which the client can download.”) |
APPENDIX B: PROCESS SERVER SOFTWARE PRO 2008 ENTRY SCREEN
### APPENDIX C: CONSTABLES’ OFFICE SEARCH SCREEN

<table>
<thead>
<tr>
<th>Index</th>
<th>Broadway</th>
<th>By Name</th>
<th>By Description</th>
<th>By Date</th>
<th>By Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>County</td>
<td>City</td>
<td>Zip Code</td>
<td>Date</td>
<td>Client</td>
</tr>
<tr>
<td>Class</td>
<td>Entity</td>
<td>Name</td>
<td>Title</td>
<td>Issue</td>
<td>Recipient</td>
</tr>
</tbody>
</table>

**Display Settings**

- [ ] Pending Services
- [ ] By Service Type
- [ ] By Number
- [ ] By Status
- [ ] By Date

**Options**

- [ ] Auto Update
- [ ] Update
- [ ] Close

**Reports**

- [ ] Regular
- [ ] Recipient
- [ ] Client
- [ ] Details

**Options**

- [ ] Print

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**New York Appleseed**

Advocacy Briefing

November 2010

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