SERVICE
OF COURT PAPERS
FAMILY CASES ONLY

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2

Instructions and Forms

How to serve other parties with notice and the different methods available to you

"Serving a party" means giving legally-required notice to another party that you have filed documents with the court that may affect them.

NOTICE

You do not need this packet if serving notice by Sheriff or process server in Yuma County. The sheriff and process servers in Yuma County provide their own forms.

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Law Library Resource Center

Service of Court Papers

Checklist

"Serving a party" means giving legally-required notice to another party that you have filed documents with the court that may affect them. You must provide the other parties with an exact copy of the documents filed with the court and prove that notice was given in a manner permitted by law.

You may use the forms and instructions in this packet if . . .

- ✓ You have filed a Petition, Complaint, or other document in the Superior Court in a Family Department case and you are required to serve other parties with notice of what you have filed with the court, AND
- ✓ You understand that your case cannot proceed until you give proof to the court that you served the other party, AND
- ✓ You understand that you may not hand-deliver the papers to the other party unless he or she (and no one else) will sign an Acceptance of Service form in front of a Notary or Clerk of Superior Court and return the form for you to file with the court.

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International Service: If you are required to serve notice on a person outside the United States, you may need to see a lawyer or research international law to determine what methods of service are permitted in your situation.

Consulting a lawyer before filing documents with the court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks, as well as a list of court-approved mediators can be found on the Superior Court's website.

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How to serve court papers on other parties

This packet contains court forms and instructions to serve court papers on the other parties. Items in **bold** are forms that you will need to file with the Court. Non-bold items are instructions or procedures. Do not copy or file those pages!

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The documents you have received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.

START HERE: How to serve the other party

What is service?

"Service" means giving legal notice to another party that you have filed papers with the court that may affect them. You must give a copy of those papers to the other party and show proof to the court that you have done so.

Methods of Service (choose one):

☐ Acceptance of Service – Use this service method if the other party is willing to sign the Acceptance of Service form in front of a notary and return the form back to you. You will have to give or mail the court papers to the other party and include the Acceptance of Service form.

The other party's signature on the Acceptance of Service form does not mean that they agree with the court papers. It simply means that the other party agrees they have received the papers.

Service is effective when the signed Acceptance of Service form is filed with the Court.

You will need the following documents in this packet:

☐ Procedures: How to serve court papers by Acceptance of Service

☐ Family Department Acceptance of Service form

Warning: Do not use this method of service if you are the victim of domestic violence, or believe the other party will hurt you, take your money, or take your children. If you believe the other party will become violent or uncooperative when you ask him/her to accept service, use one of the other methods of service.

☐ Service by Mail or National Courier Service – This service method allows you to serve the other party using the U.S. Postal Service or other national courier service. You may use this method if you are willing to pay to ship the required court documents through signature confirmation restricted delivery mail, and the other party is willing to sign for the documents.

You will need the following forms in this packet:

☐ Procedures: How to serve court papers by Signature Confirmation Restricted Delivery mail

☐ Affidavit of Service with Signature Confirmation for Family Cases

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☐ Service by Registered Process Server - This service method allows you to hire a registered process server to hand deliver your court papers to the other party. If you are able to pay for a registered process server's fees, then you may use this method.

You will need the following forms in this packet:

☐ Procedures: How to serve court papers by Registered Process Server

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☐ Service by Sheriff - This service method requires you to contact the Sheriff's Office in the county where the other party lives. You will arrange for a sheriff's deputy to hand deliver your court papers to the other party. If you are able to provide the Sheriff's Office with the required deposit and fees, along with the other party's address and physical description, then you may use this method. Additionally, if you have an order for a fee deferral or waiver, you may use this method.

You will need the following forms in this packet:

☐ Procedures: How to serve court papers by Sheriff

☐ Service to Incarcerated Person – Use this method to serve court papers to a person who is in a jail, prison, or a correctional facility. If you need to serve an incarcerated person, then you may use this method.

You will need the following forms in this packet:

☐ Procedures: How to serve court papers to an Incarcerated Person

☐ Affidavit of Service with Signature confirmation for Family Cases

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☐ Publication or Other Alternative Service – This service method requires you to get court permission to use an alternative means to serve the other party. It should only be requested as a last resort. If you cannot find the other party, you may request permission to serve the other party by publishing notice in newspapers. You may also request permission to create a different service method, provided it is the best practical means for providing the other party with notice. You must show the court that you have made reasonable efforts to use other methods to serve the other party, and that those efforts have been unsuccessful.

You will need the following forms in this packet:

☐ Helpful information: Alternative Service / Service by Publication

☐ Motion to Serve by Alternative Service / Publication

☐ Order to Serve by Alternative Service / Publication

☐ Procedures: How to serve court papers by Alternative Service or Publication

☐ Declaration Supporting Publication

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When is a written response to the court papers due?

Look at the timetable below. In counting the days, include weekends and holidays. The last day you count must be a day when the Court is open for business. If the last day for the other party to respond falls on a Saturday, Sunday, or legal holiday, you do not count that day. If the other party files a written response with the court, you cannot proceed by Default.

When Response is Due - Default Timetable

Service By	Count	Event
"Acceptance of Service" (in Arizona)	20 days	after the "Acceptance of Service" is filed
Signature Confirmation (in Arizona)	20 days	after other party signs for the delivery
Process Server (in Arizona)	20 days	after other party receives papers from process server
Sheriff (in Arizona)	20 days	after other party receives papers from sheriff
"Acceptance of Service" (out of State)	30 days	after the "Acceptance of Service" is filed
Signature Confirmation (out of State)	30 days	after other party signs for the delivery
Process Server (out of State)	30 days	after other party receives papers from process server
Sheriff (out of State)	30 days	after other party receives papers from sheriff
Publication (in Arizona)	50 days	after the 1st day of publication
Publication (out of State)	60 days	after the 1st day of publication

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Procedures: How to serve court papers by acceptance of service

Requirements:

- You must provide the other party with copies of the court papers that you have filed. You must also provide the Acceptance of Service form.

- The other party must be willing to sign the Acceptance of Service form in front of a notary or Clerk of Superior Court.

> Warning: Do not use the Acceptance of Service method if you are the victim of domestic violence or believe the other party will hurt you, take your money, or take your children.

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Step 1: After you have filed your papers with the court, ask the other party to accept service.

- You can ask the other party to accept service by talking to them, calling them, or sending them the letter provided at the end of these procedures.

Step 2: The other party may accept service in person or by mail.

- In person:
  - Meet the other party at a Clerk of Superior Court location or at a Notary.
  - Bring with you:
    - 1 copy of the filed court papers for the other party
    - The Acceptance of Service form. You may fill out the form ahead of time, but do not sign it.
    - The other party must bring a government-issued I.D.
  - The other party must sign the Acceptance of Service form in front of a notary or the Clerk.
  - Make 2 copies of the signed and notarized Acceptance of Service form.
  - Give the other party 1 copy of the Acceptance of Service form, along with the copy of the filed court papers.
  - Keep 1 copy of the Acceptance of Service form for your records.
  - File the original Acceptance of Service form with the court. If you do not, your case might be dismissed.

- By mail:
  - Fill out the form letter at the end of these procedures.
  - Mail to the other party:
    - The completed form letter.
    - 1 copy of the filed court papers.
    - The Acceptance of Service form – you may fill out the form with all the information, but do not sign it.
  - Instruct the other party to sign the Acceptance of Service form in front of a notary, have it notarized and mail the original back to you. The other party may keep a copy for his/her record, but the original must be mailed back to you.
  - You must file the original Acceptance of Service form with the court. If you do not, your case might be dismissed.

Note: If the other party does not send back the "Acceptance of Service form," ask him/her again to send it back. If other party still does not send it back, then you must serve the other party by one of the other service methods.

Step 3: File the following documents with the Clerk of Superior Court:

- The original signed and notarized Acceptance of Service form.

Step 4:

Timeline for filing a Response:
• Time starts on the day that you file the Acceptance of Service form. • If the other party was served in Arizona, then they have 20 days to file a Response. • If the other party was served in another state, then they have 30 days to file a Response. In counting the days, include weekends and holidays. The last day you count must be a day when the Court is open for business. If the last day for the other party to respond falls on a Saturday, Sunday, or legal holiday, you do not count that day.

Next: See the Law Library Resource Center website for next steps. Different procedures apply depending on whether the other party files a Response.

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_____

(YOUR NAME)

_____

(ADDRESS)

_____

(CITY/STATE/ZIP)

(TELEPHONE NUMBER)

_____

(DATE)

_____

(OTHER PARTY'S NAME)

_____

(ADDRESS)

_____

(CITY/STATE/ZIP)

Re: Acceptance of Court Papers

Dear _____

(Other Party's Name)

I have filed court papers for (state title of petition or complaint here) _____

Enclosed is a copy of the following court papers for you: (list the names of all of the court papers here)

1._____

2._____

3._____

4._____

5._____

6._____

7._____

8._____

I have also enclosed an "Acceptance of Service" form. Sign this form in front of a Notary and return it to me in the self-addressed stamped envelope. This does not affect your right to object to or to disagree with the request that has been filed.

If you choose to sign the "Acceptance of Service," you still have the right to disagree with the request I have filed. If you sign the "Acceptance of Service," and you want to file a written Response or Answer with the court, you must file your Response or Answer within 20 days of the day the "Acceptance of Service" is filed if you sign in Arizona, or within 30 days of the day the "Acceptance of Service" is filed if you sign outside the State of Arizona, (If you received a Paternity Complaint, you can give a verbal response in front of the judge.)

Sincerely,

_____

(YOUR SIGNATURE)

Enclosures

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Procedures: How to serve court papers by registered process server

Requirements:

- You must find a registered process server in the area where the other party is to be served and pay for the service yourself. You may find a process server under the business section of a phonebook or online.

- You must provide the registered process server with a copy of the filed court papers and any other information they need to find and identify the other party.

Step 1: Call the registered process server's office to determine the cost of the service and to provide them with any additional information they need to identify the other party.

Step 2: Follow the instructions from the process server and be sure to provide them with:

- Copy of Summons (if your case has a summons)

- The amount you need to pay for this service. (You can call ahead of time to ask the process server what type of payment they require.)

- Other party's set of copies of the court papers.

- You may also need to provide the process server with:

    - A picture or a written physical description of the other party.

    - A written description of the automobile that the other party drives.

    - The address where the other party can be served.

Step 3: The process server will mail you a copy of the "Affidavit of Service" after he/she serves the other party with the papers.

Important: If the process server does not file an Affidavit of Service with the Clerk of Superior Court, you must get the Affidavit of Service from the process server and file it.

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Step 4 :

Timeline for filing a Response:
• Time starts on the day the other party receives papers from the process server. • If the other party was served in Arizona, then they have 20 days to file a Response. • If the other party was served in another state, then they have 30 days to file a Response. In counting the days, include weekends and holidays. The last day you count must be a day when the Court is open for business. If the last day for the other party to respond falls on a Saturday, Sunday, or legal holiday, you do not count that day.

Next: See the Law Library Resource Center website for next steps. Different procedures apply depending on whether the other party files a Response.

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Procedures: How to serve court papers by signature confirmation restricted delivery mail

Requirements:

- Mail the court papers to the other party as "Certified Mail Restricted Delivery" at the post office, Or

  Mail the court papers to the other party as "Restricted Delivery with Signature Confirmation Receipt" at a nationwide delivery service and pay the courier fees.
- The other party must personally sign for the receipt of the court documents. (Only the other party can sign for the court documents and no one else.)

Step 1: Go to the post office and mail the court documents as "Certified Mail Restricted Delivery" or "Restricted Delivery with Signature Confirmation Receipt."

- Keep the receipt as proof of payment. This will be filed with the court.
- Monitor the status of your delivery to confirm when it is delivered.
  - If you mailed using "Certified Mail Restricted Delivery," you will receive a green signature confirmation card 3 – 5 business days after delivery. You may also get a copy of the green signature confirmation card by using the website and tracking number on the post office receipt.
  - If you mailed using "Restricted Delivery with Signature Confirmation Receipt," you may get the delivery confirmation signature from their website using the tracking number on the receipt.

Step 2: After you get the signature confirmation:

- Complete the Affidavit of Service with Signature Confirmation form and attach the following:
  - The receipt from paying the courier fees, AND
  - If you used the post office, then attach the green signature confirmation card; OR
  - If you used another delivery service, then attach the signature card/paper.
- Make a copy of all the above documents for your record.

Step 3: File the original Affidavit of Service with Signature Confirmation and the attached documents. You can file with the Clerk of Superior Court at any of these Superior Court locations:

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Clerk of Superior Court
250 West Second St.
Yuma, Arizona 85364

Step 4:

Timeline for filing a Response:
• Time starts on the day the other party signs for the delivery. • If the other party was served in Arizona, then they have 20 days to file a Response. • If the other party was served in another state, then they have 30 days to file a Response. In counting the days, include weekends and holidays. The last day you count must be a day when the Court is open for business. If the last day for the other party to respond falls on a Saturday, Sunday, or legal holiday, you do not count that day.

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Next: See the Law Library Resource Center website for next steps. Different procedures apply depending on whether the other party files a Response.

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Procedures: How to serve court papers to an incarcerated person

Requirements:

- You must serve the party:
  - By mail or national courier service with return or confirmation of service, and
  - By first class mail.
- You must get the signature confirmation of the official at the jail or prison to whom the papers are delivered.
- You must pay for the mail or national courier service fees and file the receipts with the court.

Step 1: Serve the incarcerated person:

- Address 2 large manila envelopes with the inmate's name, inmate number, jail or prison or correctional facility name and address. Write "LEGAL MAIL" on the envelope. Put one set of court papers in one envelope, and the other set of documents in the other envelope.
- Go to the post office or any other business that delivers mail. Tell the clerk that you need to send 1 envelope as first-class mail. Tell the clerk that the other envelope must be sent with signed confirmation of delivery and that you will need the signature on the confirmation receipt. Keep the cash register receipt or package label. This will be filed with the Affidavit of Service with Signature Confirmation (Affidavit).

Step 2: When you receive the signature confirmation:

- Wait for the returned copy of the jail or prison official's signature. If using signature confirmation mail, wait for the green receipt card to be returned with the other party's signature. When you get the green receipt, note the date the other party signed for the papers, and attach the card (or a photocopy of both sides of the card) to the Affidavit.
- If using a different method of delivery with signature confirmation from the Postal Service or FedEx, etc., you may go to the company's web site to confirm delivery and get a copy of the signature confirmation. Tape that copy of the signature confirmation along with the cash register receipt or other proof of mailing to the to the Affidavit.

Step 3: Prepare to file the Affidavit with the court.

- Complete the Affidavit.
  - Be sure you fill in the date the jail or prison official received the papers. If you fail to list a date, the court may not process your papers and your case may be delayed and possibly dismissed.
  - Under "2. Method of Delivery," you must check the box indicating

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"Duplicate Service to Inmate by First Class Mail," in addition to the other method you used for signature confirmation delivery.

- You must attach a copy of the jail or prison official's signature confirming receipt of the court documents to the Affidavit. If using Signature confirmation mail, copy both sides of the green return receipt card and attach either the original or the photocopy to prove how and when you served the incarcerated party.
- Make a copy of the entire Affidavit for your records. Be sure to include a copy of the return receipt card or other document with the other party's signature acknowledging they received the court documents.

Step 4: File the original Affidavit and the attached receipts with the Clerk of Superior Court at any of these Superior Court locations:

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Clerk of Superior Court
250 West Second St.
Yuma, Arizona 85364

Step 5:

- Time starts on the day the incarcerated person or jail official signs for the papers.
- If the other party was served in Arizona, then they have 20 days to file a Response.
- If the other party was served in another state, then they have 30 days to file a Response.

In counting the days, include weekends and holidays. The last day you count must be a day when the Court is open for business. If the last day for the other party to respond falls on a Saturday, Sunday, or legal holiday, you do not count that day.

Next: See the Law Library Resource Center website for next steps. Different procedures apply depending on whether the other party files a Response.

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Procedures: How to serve court papers by sheriff

Requirements:

- You must contact the Sheriff's Office in the county where the other party lives.
- You must give the Sheriff's Office a copy of the filed court papers that are to be delivered to the other party.
- If the court did not grant a fee deferral or waiver, you must provide a deposit for the Sheriff's fee.

Step 1: Contact the Sheriff's Office in the county where the other party lives.

- If the other party lives in Yuma County:
  - Bring a copy of your court papers to:

    Yma County Sheriff's Office, Civil Department
    141 S. 3rd Avenue
    Yuma, Arizona 85364
    928-783-6274

  - Fill out the form at the end of these procedures and provide it with your documents.
  - If you did not request that the Sheriff's service fee be waived or deferred at the time you filed your papers, you will need to pay the required fee (cash or money order).
  - If you did request that the Sheriff's service fee to be waived or deferred, and it was granted, then bring with you the copy of the certified Order Regarding Deferral or Waiver of Court Fees and Costs and Notice Regarding Consent Judgment.
- If the other party lives outside of Yuma County, fill out the form at the end of these procedures identifying the other party and provide:
  - Other party's set of copies of the court papers.
  - A picture or written physical description of the other party.
  - A written description of the automobile the other party drives.
  - The address where other party can be served.

- Certified Order Waiving/Deferring Fees (if applicable) (this order may or may not be honored by the outside jurisdiction depending on local laws), or
- The amount required by that Sheriff's office for the deposit fee.

Step 2: File the Affidavit of Service with the Clerk of Superior Court.

- The Sheriff may file the Affidavit of Service with the court, or they may send the Affidavit of Service back to you.
- If the Sheriff sends the Affidavit of Service to you, you must file it with the Clerk of Superior Court at one of the following locations.

Clerk of Superior Court
250 West Second St.
Yuma, Arizona 85364

Step 3:

Timeline for filing a Response:
• Time starts on the day the other person receives the papers from the sheriff. • If the other party was served in Arizona, then they have 20 days to file a Response. • If the other party was served in another state, then they have 30 days to file a Response. In counting the days, include weekends and holidays. The last day you count must be a day when the Court is open for business. If the last day for the other party to respond falls on a Saturday, Sunday, or legal holiday, you do not count that day.

Next: See the Law Library Resource Center website for next steps. Different procedures apply depending on whether the other party files a Response.

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Helpful Information: Alternative Service / Service by Publication



You must ask the judge in writing for permission to serve a party using an Alternative Service method or Service by Publication. The court may permit an Alternative Service method or Service by Publication if it is the best means practicable under the circumstances for providing the person with notice.

1. You must file a motion with the judge assigned to your case, requesting permission to serve by Alternative Service or Service by Publication,

2. In the motion, you must show that you have made reasonably diligent efforts to identify the person's current address, or that the person has intentionally avoided service of process.

3. Examples of reasonably diligent efforts may include, but are not limited to:
   - Verifying the other party is not at any last known address(es).
   - Mailing a copy of the documents to be served to the last known address, even if it's your own address. (He or she may have put in a mail forwarding order with the Post Office. If it comes back marked "undeliverable," you may present that envelope as proof of your efforts.)
   - Talk to the party's friends, family members, current or former employers, coworkers, or anyone else you think may have a current address.
   - Search telephone directories and obituaries online or in print (phone book and newspaper).
   - Checking with the county jail and the state prisons. (Department of Corrections)
   - Searching social media sites such as Facebook and LinkedIn, as well as the internet "people search" sites such as Spokeo.com and ZabaSearch.com.
   - If the party has a working email account, you may also consider Emailing scanned copies of all the documents to his or her email address.
   - You may also consider hiring a private detective or a company that charges a fee to do computer searches to help you track down the other party.

Warning: If the Court is not satisfied that you have made every reasonable effort to locate and actually serve notice on the other party before publishing, the Court will not order service by publication. Your case could be delayed or dismissed, and you may be required to take additional steps to serve the Party at your own expense.

Procedures: How to serve court papers by publication or other alternative service

Requirements:

- You must ask the court for permission to serve by alternative service or publication.
- The court must grant you permission before you may use alternative service or service by publication.
- If you are granted service by publication, you must send the form letter at the end of these procedures to the newspaper publication and receive the Affidavit of Publication back from them.

Step 1: Fill out the Motion to Serve by Alternative Service or Publication (Motion) and Order to Serve by Alternative Service or Publication (Order).

- Make 2 copies of the Motion. Make 1 copy of the Order. Address one envelope to you with proper postage.

Step 2: File the original Motion with the Clerk of Superior Court and ask to have the copies of the Motion stamped. These are called conformed copies and are proof that the original was filed.

- Give the following documents to Family Department Administration and tell them it is for the Judge assigned to your case, or put the documents in the Judge's box, or mail the documents to the Judge:
  - The original Order and 1 copy,
  - Two copies of the Motion.
  - One self-addressed stamped envelope.
- Keep one copy of the Motion for your records.

Step 3: Wait to receive a decision from the court.

- Once you have delivered your motion and order, the judge will either sign the original order and send to you a conformed copy or send a Minute Entry telling you whether or not your motion has been granted. If the judge does not grant your motion, you may want to seek additional assistance or contact a lawyer for help.

Step 4: What to do if the court gives you permission to serve the other party using alternative service or publication:

- Alternative Service:
  - Serve the court papers according to the method the judge has authorized in their order or minute entry.

OR

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- Service by Publication:
  Complete letter to newspaper describing the documents that need to be referenced by the newspaper and submit copies of those documents along with the letter to the paper. The letter can be found at the end of these procedures. A notice must appear in the publication once a week for four successive weeks, as instructed in the letter.

  The Sun
  2055 Arizona Ave.
  Yuma AZ 85364
  Phone: (928) 539-6813
  Email: legals@yumasun.com

Note:

If the other party's last known address is in Arizona and that address is not in Yuma County where your case is pending:

- You must publish in the county in which your case is pending, and you must publish in a newspaper in the county of the last known residence of the person to be served.
- To publish in Yuma County, follow the instructions above.

To publish in another county (not Yuma County) you must contact a newspaper company in that county.

- Wait for the newspaper to mail you the original Affidavit of Publication document, in about five weeks.

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Step 5: File the court papers.

If you served by alternative service (NOT publication):

- Complete the Affidavit of Service by Alternative Means included in this packet and attach any proof of service to the Affidavit.
    - If you sent messages or emails, attach a screenshot of the messages or emails showing you sent the documents. If you posted the documents at a business or residence, attach a photo of the paperwork posted at the address.
- File the original and one copy with the Clerk of Superior Court. Keep one copy for your records. You do not have to give a copy of the Affidavit to the other party. You can file at any one of these following locations:

If you served by publication:

- Fill out all the requested information in the Declaration Supporting Publication form and attach the original Affidavit of Publication. Be sure to make copies for your own records.

- File both the original and copy of the Declaration Supporting Publication and Affidavit of Publication with the Clerk of Superior Court at any one of the following locations:

Filing Locations: For both alternative service and service by publication, you can file at any one of the following locations:

FILE
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Step 6: Timeline for filing a Response:

- Alternative Service:
  - If the other party was served in Arizona, they have 20 days to file a Response.
  - If the other party was served in another state, they have 30 days to file a Response.
  - Time starts to run when you complete the service method(s) ordered by the Court.
- Service by Publication:
  - If the other party was served in Arizona, then they have 50 days from the first publication date to file a Response.
  - If the other party was served in another state, then they have 60 days from the first publication date to file a Response.

In counting the days, include weekends and holidays. The last day you count must be a day when the Court is open for business. If the last day for the other party to respond falls on a Saturday, Sunday, or legal holiday, you do not count that day.

Next: See the Law Library Resource Center website for next steps. Different procedures apply depending on whether the other party files a Response.

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_____
Print Name

_____
Your Address

_____, 20_____
Date

_____
Name of Newspaper

_____
Address

_____

To Whom It May Concern:
I need to publish notice in the newspaper about the following matter: Court Case No._____
Enclosed is a copy of the following documents stamped by the Clerk of Superior Court (list all the documents here:)

1. _____
2. _____
3. _____
4. _____

Please publish a Notice in your newspaper about this court case once a week for four successive weeks. Also enclosed is (check one box):

☐ A check or money order in the amount of $ _____for the cost of the publication as requested.

☐ A certified copy of the Order from the court waiving the publication costs.

When you receive this letter, please call me at _____ to tell me when the first publication will occur. When all four weeks of publication have been completed, please send to me the original and one copy of an Affidavit of Publication.

Thank you for your help in this matter.

Sincerely,

_____
Sign your name

Enclosures:

☐ Court documents AND

☐ Check or Money Order OR

☐ Certified copy of Court Order of Waiver/Deferral of Publication Fees

Person Filing:_____

Address (if not protected):_____

City, State, Zip Code:_____

Telephone:_____

Email Address:_____

ATLAS Number:_____

Lawyer's Bar Number:_____

For Clerk's Use Only

Representing ☐ Self, without a Lawyer OR ☐ Attorney for ☐ Petitioner OR ☐ Respondent

SUPERIOR COURT OF ARIZONA
IN YUMA COUNTY

_____
Name of Petitioner / Party A

_____
Name of Respondent / Party B

Case No: _____

FAMILY DEPARTMENT
ACCEPTANCE OF SERVICE
A.R.F.L.P. Rule 40(F)

Check the box to show each document you received. Do not check the box unless you received the document listed beside it. If your case is not one of the types listed, list the type of case and the documents you received from the other party under "other case type."

1. By signing this document, I state under oath or affirmation that I have received and accepted the legal papers indicated (checked) below:

DIVORCE (OR ANNULMENT) WITHOUT CHILDREN	LEGAL SEPARATION WITHOUT CHILDREN	ESTABLISH LEGAL DECISION-MAKING, PARENTING TIME, AND CHILD SUPPORT
☐ Petition ☐ Summons ☐ Preliminary Injunction ☐ Notice of your Rights about Health Insurance Coverage ☐ Notice Regarding Creditors ☐ Spousal Maintenance Worksheet *(if applicable)*	☐ Petition ☐ Summons ☐ Preliminary Injunction ☐ Notice Regarding Creditors ☐ Spousal Maintenance Worksheet *(if applicable)*	☐ Petition ☐ Summons ☐ Preliminary Injunction ☐ Child Support Worksheet ☐ Parenting Plan ☐ Education Order *(if applicable)* ☐ Order and Notice to Attend Parent Information Class

Case Number: _____

DIVORCE WITH CHILDREN	LEGAL SEPARATION WITH CHILDREN	TEMPORARY ORDERS
☐ Petition ☐ Summons ☐ Preliminary Injunction ☐ Parenting Plan ☐ Education Order *(if applicable)* ☐ Child Support Worksheet ☐ Notice of your Rights about Health Insurance Coverage ☐ Notice Regarding Creditors ☐ Order and Notice to Attend Parent Information Class ☐ Affidavit Regarding Minor Children ☐ Spousal Maintenance Worksheet *(if applicable)*	☐ Petition ☐ Summons ☐ Preliminary Injunction ☐ Parenting Plan Education Order *(if applicable)*: ☐ Joint Education Order OR ☐ Sole Education Order ☐ Child Support Worksheet ☐ Notice Regarding Creditors ☐ Order and Notice to Attend Parent Information Class ☐ Affidavit Regarding Minor Children ☐ Spousal Maintenance Worksheet *(if applicable)*	☐ Motion for Temporary Orders ☐ Order to Appear ☐ Affidavit of Financial Information *(if for spousal maintenance or child support)* ☐ Affidavit of Financial Information *(blank one for other party)* ☐ Child Support Worksheet *(if for child support)* ☐ Parenting Plan *(if for legal decision-making/parenting time)* ☐ Spousal Maintenance Worksheet *(if applicable)*
ESTABLISH CHILD SUPPORT	**PATERNITY OF AN ADULT CHILD**	**ESTABLISH PATERNITY, LEGAL DECISION MAKING, PARENTING TIME, AND CHILD SUPPORT**
☐ Petition ☐ Child Support Worksheet ☐ Order to Appear	☐ Petition ☐ Summons	☐ Petition ☐ Summons ☐ Preliminary Injunction ☐ Child Support Worksheet ☐ Parenting Plan ☐ Education Order *(if applicable)* ☐ Order and Notice to Attend Parent Information Class

Case Number: _____

MODIFY SPOUSAL MAINTENANCE OR SPOUSAL MAINTENANCE AND CHILD SUPPORT ☐ Petition to Modify Support ☐ Affidavit of Financial Information (of filing party) ☐ Affidavit of Financial Information *(blank one for other party)* ☐ Order to Appear ☐ Spousal Maintenance Worksheet	MODIFY CHILD SUPPORT ("Simplified Mod") ☐ Petition to Modify ☐ Child Support Worksheet	MODIFY CHILD SUPPORT ("Standard Mod") ☐ Petition to Modify ☐ Child Support Worksheet *(from order you wish to change* ☐ Affidavit of Financial Information (of filing party) ☐ Affidavit of Financial Information *(blank one for other party)* ☐ Order to Appear
MODIFY PARENTING TIME (Or Parenting Time and Child Support) ☐ Petition to Modify ☐ Parenting Plan ☐ Education Order *(if applicable)* ☐ Order to Appear ☐ Child Support Worksheet ☐ Affidavit of Financial Information ☐ Affidavit Regarding Minor Children *(only if children have lived outside state at some time in last 5 years)*	MODIFY LEGAL DECISION-MAKING, PARENTING TIME AND CHILD SUPPORT ☐ Petition to Modify ☐ Parenting Plan ☐ Education Order *(if applicable)* ☐ Child Support Worksheet *(if for child support)* ☐ Affidavit Regarding Minor Children *(only if children have lived outside state at some time in last 5 years)* ☐ Order to Appear	MODIFY INCOME WITHHOLDING ORDER ☐ Petition to Modify
STOP INCOME WITHHOLDING ORDER ☐ Petition to Stop	PRE-DECREE MEDIATION ☐ Request for Pre-Decree Mediation	POST-DECREE MEDIATION ☐ Request for Post-Decree Mediation ☐ Order to Appear

List other case type here: (Example: "Annulment") _____

_____

Case Number: _____

(Below, list name of each document you received: Example: "Petition for Annulment," "Summons," etc.)

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

1. Accept Service. I understand accepting these papers is the same as if I were personally served under Arizona Law [A.R.F.L.P. Rule 40 (F)].

2. Response Deadline. I am aware that accepting service of these court papers and signing this paper does not affect my right or obligation to file a written Response or Answer to this action if I do not agree with any relief asked for in the Petition. I understand I must Respond or Answer within 20 days from the day that this Acceptance of Service is filed with the Clerk of Superior Court if I accepted service in Arizona, or 30 days if I received the papers somewhere other than in Arizona.

3. Default Judgment, Order or Decree**.** I understand that if I do not appear and defend in this action in court, within the time allowed by law, that I may lose my right to be heard in this case. I understand that failure to Respond or Answer could result in the court giving the other party any and all things requested in his or her legal papers, through a Default Judgment, Order or Decree.

4. Restore name (only in Divorce Cases).
   My complete married name is: (Optional. Complete only if you want to change your name)

   _____

   I want my legal name restored to: (List complete maiden name or legal name before this marriage)

   _____

   _____

   ☐ Not applicable

Case Number: _____

This signature page belongs to the form titled "Family Department Acceptance of Service" and cannot be used with any other documents.

By signing below, I swear or affirm that I have read and understand the contents of this document and that I have received and accepted the legal documents indicated above.

_____ _____

Date Signature

_____

Printed Name of Person Who Signed

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____ by

(Date)

_____.

_____

(Notarial Officer's Stamp or Seal) Notarial Officer

Person Filing: _____

Address (if not protected): _____

City, State, Zip Code: _____

Telephone: _____

Email Address: _____

ATLAS Number: _____

Lawyer's Bar Number: _____

For Clerk's Use Only

Representing ☐ Self, without a Lawyer OR ☐ Attorney for ☐ Petitioner OR ☐ Respondent

SUPERIOR COURT OF ARIZONA
IN YUMA COUNTY

_____
Petitioner/Party A

_____
Respondent/Party B

Case Number: _____

AFFIDAVIT OF SERVICE WITH SIGNATURE CONFIRMATION
For Family Cases
A.R.F.L.P. Rule 41

Attach a copy of 1) a signed return receipt for delivered mail and 2) a copy of the receipt that shows to whom and where the documents were sent.

1. Send & Deliver: I sent the family case legal documents checked and listed below to the following name and address:

   Mailed to (Name): _____

   (Address): _____

   City, State, Zip _____

   Date documents sent: (Month/Day/Year) _____

   Documents delivered: (Month/Day/Year) _____

Case No. _____

2. Method of Delivery: I sent the family case legal documents to the other party in the manner indicated:

   ☐ U.S. Mail (Express or Priority Mail with Signature Confirmation, or Certified Mail.)

   ☐ Nationwide commercial delivery service (FEDEX, UPS, etc.).

   ☐ Duplicate Service to Inmate by First Class Mail (In addition to one of the above methods, I mailed a second set of documents to the Incarcerated Party by First Class U.S. Mail).

3. Signature: The documents I sent were accepted and signed by:

   ☐ The other party or their attorney and no one else.

   ☐ The jail, prison, or correctional facility Official.

4. Documents Enclosed: I enclosed the following set of documents in the envelope I sent:

DIVORCE WITH CHILDREN	LEGAL SEPARATION WITH CHILDREN	TEMPORARY ORDERS
☐ Petition ☐ Summons ☐ Preliminary Injunction ☐ Parenting Plan ☐ Child Support Worksheet ☐ Notice of your Rights about Health Insurance Coverage ☐ Notice Regarding Creditors ☐ Order and Notice to Attend Parent Information Class ☐ Affidavit Regarding Minor Children ☐ Spousal Maintenance Worksheet *(if applicable)*	☐ Petition ☐ Summons ☐ Preliminary Injunction ☐ Parenting Plan ☐ Child Support Worksheet ☐ Notice Regarding Creditors ☐ Order and Notice to Attend Parent Information Class ☐ Affidavit Regarding Minor Children ☐ Spousal Maintenance Worksheet *(if applicable)*	☐ Motion for Temporary Orders ☐ Order to Appear ☐ Affidavit of Financial Info *(if for spousal maintenance or child support)* ☐ Child Support Worksheet *(if for child support)* ☐ Parenting Plan *(if for legal decision-making/parenting time)* ☐ Spousal Maintenance Worksheet *(if applicable)*

Case No. _____

DIVORCE (OR ANNULMENT) WITHOUT CHILDREN ☐ Petition ☐ Summons ☐ Preliminary Injunction ☐ Notice of your Rights about Health Insurance Coverage ☐ Notice Regarding Creditors ☐ Spousal Maintenance Worksheet *(if applicable)*	LEGAL SEPARATION WITHOUT CHILDREN ☐ Petition ☐ Summons ☐ Preliminary Injunction ☐ Notice Regarding Creditors ☐ Spousal Maintenance Worksheet *(if applicable)*	LEGAL DECISION-MAKING, PARENTING TIME, AND CHILD SUPPORT ☐ Petition ☐ Summons ☐ Preliminary Injunction ☐ Child Support Worksheet ☐ Parenting Plan ☐ Order and Notice to Attend Parent Information Class
ESTABLISH CHILD SUPPORT ☐ Petition ☐ Child Support Worksheet ☐ Order to Appear	PATERNITY OF AN ADULT CHILD ☐ Petition ☐ Summons	ESTABLISH PATERNITY, LEGAL DECISION MAKING, PARENTING TIME, AND CHILD SUPPORT ☐ Petition ☐ Summons ☐ Preliminary Injunction ☐ Child Support Worksheet ☐ Parenting Plan ☐ Order and Notice to Attend Parent Information Class
MODIFY SPOUSAL MAINTENANCE OR SPOUSAL MAINTENANCE AND CHILD SUPPORT ☐ Petition to Modify Support ☐ Affidavit of Financial Information (of filing party) ☐ Affidavit of Financial Information *(blank one for other party)* ☐ Order to Appear ☐ Spousal Maintenance Worksheet	MODIFY CHILD SUPPORT ("Simplified Mod") ☐ Petition to Modify ☐ Child Support Worksheet	MODIFY CHILD SUPPORT ("Standard Mod") ☐ Petition to Modify ☐ Child Support Worksheet *(from order you wish to change)* ☐ Affidavit of Financial Information (of filing party) ☐ Affidavit of Financial Information *(blank one for other party)* ☐ Order to Appear

Case No. _____

MODIFY PARENTING TIME (Or Parenting Time and Child Support)	MODIFY LEGAL DECISION-MAKING, PARENTING TIME AND CHILD SUPPORT	MODIFY INCOME WITHHOLDING ORDER
☐ Petition to Modify ☐ Parenting Plan ☐ Order to Appear ☐ Child Support Worksheet ☐ Affidavit of Financial Information ☐ Affidavit Regarding Minor Children *(only if children have lived outside state at some time in last 5 years)*	☐ Petition to Modify ☐ Parenting Plan ☐ Child Support Worksheet *(if for child support)* ☐ Affidavit Regarding Minor Children *(only if children have lived outside state at some time in last 5 years)* ☐ Order to Appear	☐ Petition to Modify
STOP INCOME WITHHOLDING ORDER	**PRE-DECREE MEDIATION**	**POST-DECREE MEDIATION**
☐ Petition to Stop	☐ Request for Pre-Decree Mediation	☐ Request for Post-Decree Mediation ☐ Order to Appear

Other Type Case (List Type): _____

(Below, list name of each document you sent.)

_____ _____ _____

_____ _____ _____

_____ _____ _____

Case No. _____

5. Affiant's Statement:

This signature page belongs to the form titled "Affidavit of Service with Signature Confirmation For Family Cases" and cannot be used with any other documents.

OATH OR AFFIRMATION: By signing below, I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

_____ _____

Date Signature of Person Sending Documents

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this:_____
(date)

by _____.

_____

(Notarial Officer's Stamp or Seal) Notarial Officer

Case No. _____

ATTACH a copy/printout of the other party's signature acknowledging receipt of the court papers HERE. If using Certified Mail, tape the green signed return receipt card to this page with the signature side visible.

- Note that the only acceptable signature is that of the other party,
- You may specify "restricted delivery" so that no other person is permitted to sign,
- Some delivery services do not offer restricted delivery.

ATTACH a copy of the cash register receipt/mailing invoice from the Postal Service or company paid to make delivery or a copy of the package label that shows to whom and where the documents were sent.

Person Filing:_____

Address (if not protected):_____

City, State, Zip Code:_____

Telephone:_____

Email Address:_____

ATLAS Number:_____

Lawyer's Bar Number:_____

For Clerk's Use Only

Representing ☐ Self, without a Lawyer OR ☐ Attorney for ☐ Petitioner OR ☐ Respondent

SUPERIOR COURT OF ARIZONA
IN YUMA COUNTY

_____
Petitioner / Party A

_____
Respondent / Party B

Case No: _____

MOTION TO SERVE BY
☐ ALTERNATIVE SERVICE
☐ PUBLICATION

Pursuant to Arizona Rules of Family Law Procedure (ARFLP) 41 (l) and (m),

☐ Party A ☐ Party B respectfully requests this Court to authorize service to the opposing Party by means other than service required by ARFLP Rules 41 (c) through (k) because of the reasons set forth below, in the incorporated Affidavit. Pursuant to ARFLP and to the reasons set forth in the Affidavit below, the above Party requests service by the method of service described in this Motion.

AFFIDAVIT

of Due Diligence at Attempted Service of _____
(Name of other Party)

1. The following is a summary of the efforts I made to find the other Party's current address:

   ☐ Yes ☐ No: I mailed a copy of the documents to be served to the Party's last known address, even if it was my own address, to see whether the documents would be returned marked "undeliverable."

   ☐ Yes ☐ No: The documents were returned "undeliverable," and I attached the envelope that states "undeliverable" to this affidavit.

☐ Yes ☐ No: I talked to the party's friends, family members, current or former employers, coworkers, and anyone else I thought may have a current address.

☐ Yes ☐ No: I searched telephone directories, and obituaries online and in print (phone book and newspaper) and did not find a current address.

☐ Yes ☐ No: I checked the websites of and telephoned the county jail, state prisons, and other facilities (Department of Corrections, Immigration and Detention Facilities), and did not find the other Party detained.

☐ Yes ☐ No: I hired a private detective or a company that charged a fee to do computer searches to help me track down the other Party.

☐ Yes ☐ No: I did an online search, checking online networking sites such as Facebook and LinkedIn, as well as internet people search sites such as Spokeo.com and ZabaSearch.com, and did not find the other Party.

☐ Yes ☐ No: I know the other party's email address.

If yes, their email is: _____

Most recent date other Party emailed me from this address: _____

☐ Yes ☐ No: I attempted to email scanned copies of all the documents to the other Party's email address; but I did not receive a reply.

☐ Yes ☐ No: I know the other party's mobile phone number.

If yes, their mobile phone number is: _____

Most recent date other Party contacted me from this number: _____

☐ Yes ☐ No: I tried to contact the other Party at this phone number; but I did not receive a reply.

☐ Yes ☐ No: I identified one or more social media accounts belonging to the other Party.

If yes, the social media platforms, username, and most recent communication received using the account(s) are as follows:

_____

_____

☐ Yes ☐ No: I attempted to direct message the other Party via these social media accounts.

☐ Other Effort(s) I made to find the other Party's current address: (describe)

_____

_____

2. The following is a summary of the attempts I made to serve the other Party:

☐ Personal Service: I made the following attempts at personal service of the summons and pleading to personally serve the other Party:

☐ Delivering a copy of the summons and the pleading being served to the Party personally at the following residential address:

_____

☐ Delivering a copy of the summons and the pleading being served to the Party personally at the following employer address:

_____

☐ Leaving a copy of each at the Party's dwelling or usual place of abode with someone of suitable age and discretion who resides there;

☐ Delivering a copy of each to an agent authorized by appointment or by law to receive service for the Party.

☐ Service by Mail or National Courier Service: I attempted to send copies of the pleading and other documents required to be served to the Party's address at:

_____,
using

☐ U.S. Mail, requesting restricted delivery and signature of the other Party.

☐ National Courier Service (such as UPS, Fed Ex), requesting restricted delivery and signature of the Party.

☐ Other Attempt(s): (describe)

_____

_____

3. The following is a Summary of the results of the above attempts to serve the other Party.

☐ Personal Service: I made _____ number of attempts at personal service of the summons and pleading and have been unable to personally serve the other Party. This is what happened when personal service was attempted:

_____

_____

☐ The person to be served appears to have intentionally avoided service of process.

☐ Despite reasonably diligent efforts, I have been unable to determine the person's current address and serve the other Party.

☐ Service by Mail or National Courier Service: I made _____ number of attempts at service of the summons and pleading by U.S. Mail and/or National Courier Service and have been unable to serve the other Party. This is what happened when service by U.S. Mail and/or National Courier Service was attempted:

_____

_____

4. Based upon the above reasons and alleged results in this Affidavit,

☐ I request the Court allow me to serve the other Party using the alternative service method(s) listed below:

☐ Mailing to the other Party's last-known address at:

_____

_____

☐ Posting on the door of the other Party's last-known address at:

_____

_____

☐ Emailing documents to the other Party at the following email:

_____

☐ Texting documents to the other Party at the following phone number: _____

Case Number: _____

☐ Direct messaging documents to the other Party on the following social media account:

Social Media Platform:_____

Account: _____

☐ Other alternative service as requested below:

_____

_____

_____

OR

☐ I request the Court allow me to serve the other Party by publication because an alternative means of service is impracticable and publication is the best means practicable for providing the other Party with notice of this action.

OATH OR AFFIRMATION**:** By signing below, I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of knowledge and belief.

_____ _____

Signature of Person Sending Documents Date

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____ by
(Date)

_____.

_____

(Notarial Officer's Stamp or Seal) Notarial Officer

Person Filing:_____

Address (if not protected):_____

City, State, Zip Code:_____

Telephone:_____

Email Address:_____

ATLAS Number:_____

Lawyer's Bar Number:_____

For Clerk's Use Only

Representing ☐ Self, without a Lawyer or ☐ Attorney for ☐ Petitioner or ☐ Respondent

SUPERIOR COURT OF ARIZONA
IN YUMA COUNTY

_____
Petitioner/Party A

_____
Respondent/Party B

Case No: _____

ORDER TO SERVE BY

☐ PUBLICATION
☐ OTHER ALTERNATIVE SERVICE

The Court, having reviewed the Motion and Affidavit to serve by Alternative Service or Publication, and good cause appearing,

☐ IT IS HEREBY ORDERED that ☐ Party A ☐ Party B may accomplish service by Publication.

☐ IT IS HEREBY ORDERED that ☐ Party A ☐ Party B may use the following alternative service method(s) to serve the other Party:

☐ Mailing the documents to the other Party's last known address at _____

_____

☐ Posting the documents at the door of the other Party's last known address at

_____

_____

☐ Emailing the documents as attachments to the other Party at _____

_____

☐ Texting the documents to the other Party at _____

☐ Direct Messaging copies of the documents on the other Party's social media account(s) as follows:

☐ Social Media Platform: _____
Account: _____
☐ Social Media Platform: _____
Account: _____
☐ Social Media Platform: _____
Account: _____

☐ Other alternative service methods or instructions: _____
_____
_____
_____
_____

☐ IT IS FURTHER ORDERED that if Alternative Service is authorized, the serving party must also mail all pleadings and orders required to be served, including any summons or order to appear that has been issued, and any court order authorizing an alternative means of service to the last-known business or residential address of the person being served.

☐ IT IS HEREBY ORDERED DENYING the request of ☐ Party A ☐ Party B to accomplish service by Publication or Alternative Service for the following reason(s):
_____
_____
_____
_____
_____

DONE IN OPEN COURT this _____ day of _____, 20_____

_____
Judge/Commissioner of the Superior Court

Person Filing:_____

Address (if not protected):_____

City, State, Zip Code:_____

Telephone:_____

Email Address:_____

ATLAS Number:_____

Lawyer's Bar Number:_____

For Clerk's Use Only

Representing ☐ Self, without a Lawyer OR ☐ Attorney for ☐ Petitioner OR ☐ Respondent

SUPERIOR COURT OF ARIZONA
IN YUMA COUNTY

In the Matter of:

_____
Name of Petitioner/Party A

_____
Name of Respondent/Party B

Case Number: _____

DECLARATION SUPPORTING PUBLICATION
A.R.F.L.P. 41 (m)

UNDER PENALTY OF PERJURY, I make this declaration to inform the Court why service by publication was necessary, and to show how service by publication was done.

1. ☐ I mailed, postage prepaid, copies of the court papers to the last known address of the person(s) entitled to notice on the following dates:

_____ _____ _____

_____ _____ _____

☐ I do not know and have never known of any address for the other party. He or she never lived at my address, and I have not mailed copies of the court papers.

2. Why was service by publication required in this case? (Explain)

_____

_____

_____

☐ I request that the Affidavit I filed in support of my Motion to Serve by Publication be incorporated by reference.

☐ To the best of my knowledge, information, and belief, the other party is not in the military service of the United States.

3. Publication information: The following documents were published in a newspaper in Yuma County. (List title/name of each document. Example: Petition, Summons)

_____ _____ _____

_____ _____ _____

The documents above were published on the following dates:

A. _____ B. _____ C. _____ D. _____
Month/Day/Year Month/Day/Year Month/Day/Year Month/Day/Year

AND/OR

The following documents were published in a newspaper in the Arizona county of the other party's last known address, _____ County, or if no newspaper is published in that county, in adjoining _____ County, and neither is the county in which my case is pending. (List title/name of each document. Example: Petition, Summons)

_____ _____ _____

_____ _____ _____

The documents above were published on the following dates:

A. _____ B. _____ C. _____ D. _____
Month/Day/Year Month/Day/Year Month/Day/Year Month/Day/Year

4. ☐ As required by Rule 41(m)(4)(B) of the Arizona Rules of Family Law Procedure, a copy of the Affidavit of Publication and the actual Notice that was published are attached.

UNDER PENALTY OF PERJURY

By signing below, I declare to the Court that I read, understood, and completed this document, and the information I have provided is true and correct under penalty of perjury.

_____ _____
Date Signature

_____
Printed Name

Person Filing: _____

Address (if not protected): _____

City, State, Zip Code: _____

Telephone: _____

Email Address: _____

ATLAS Number: _____

Lawyer's Bar Number: _____

For Clerk's Use Only

Representing ☐ Self, without a Lawyer OR ☐ Attorney for ☐ Petitioner OR ☐ Respondent

SUPERIOR COURT OF ARIZONA
IN YUMA COUNTY

_____
Petitioner/Party A

_____
Respondent/Party B

Case Number: _____

AFFIDAVIT OF SERVICE BY ALTERNATIVE MEANS
For Family Cases
A.R.F.L.P. Rule 41

Use this form only if you have an order signed by a Judicial Officer authorizing you to attempt service by alternative means.

1. Original Order: I have an order signed by a Judicial Officer authorizing me to serve by alternative means (the "Order"). The Order is dated: _____ (date).

2. Documents Delivered: List all papers you sent to the other party. Include:
   - any summons or order directing the other party to appear in court, AND
   - the Order from the Court authorizing service by alternative means, AND
   - all other documents you filed with the Court to initiate this case or current petition, unless the document is a protected document.

   I sent the following papers (the "Documents") to the other party in accordance with the Order:

   _____
   _____
   _____
   _____
   _____
   _____

_____

_____

_____

_____

3. Alternative Means of Service: I served the other party, as authorized in the Order, using the following methods: (select all that apply)

☐ I mailed the Documents to the other Party's last-known address:
Address: _____

_____

on this date:_____.

☐ This is the other Party's last-known business address, to the best of my belief.
☐ This is the other Party's last-known residential address, to the best of my belief.

☐ I posted the Documents on the door of the other Party's last-known address:
Address: _____

_____

on this date: _____.

☐ I emailed a copy of the Documents to the other Party:
Email address: _____
on this date: _____.

☐ I texted a copy of the Documents to the other party:
Phone number: _____ on this date: _____.

☐ I sent a Direct Message (DM) containing the Documents to the other party's social media account:

☐ Social Media Platform: _____
Account: _____
on this date: _____.

☐ Social Media Platform: _____
Account: _____
on this date: _____.

☐ Social Media Platform: _____
Account: _____
on this date: _____.

☐ Other Method: I sent the Documents to the other party by:

_____
_____
_____
_____
_____

4. Affiant's Statement:

OATH OR AFFIRMATION: By signing below, I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

_____ _____
Date Signature of Person Sending Documents

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this:_____
(date)

by _____.

_____
(Notarial Officer's Stamp or Seal) Notarial Officer

ATTACH a copy of any proof of service to the end of this document:

If you sent emails or messages, attach a screenshot of the messages showing you sent the documents.

If you left the documents at a business or residence, attach a photo of the paperwork posted at the address.