**EMANCIPATION OF A MINOR**

**INSTRUCTIONS: SERVICE OF PETITION AND PROOF OF SERVICE FILING**

**Use these instructions** to serve the Petition on your parents and legal guardians and file proof of service with the court.

NOTE: Your parent(s) and legal guardian(s) have the right to receive a copy of your ***Petition for Emancipation***, and to object and challenge the information in it. It is your obligation to serve (or deliver) a filed copy of this petition, and to prove to the Court that they have properly received the petition. A ***failure to properly serve*** your parent(s) and legal guardian(s) may result in a delay of your request to be emancipated, or even give cause for the Court to deny it entirely.

**Any delay in providing *Proof of Service* may result in further delays of your possible emancipation. It is highly recommended that you perform steps 1 and 2 below within one day after filing your *Petition for Emancipation***. **Steps 4 and 5 should be completed one day after you receive the Return Receipt from step 3.**

***For each parent or guardian to be served:***

1. When you filed your original ***Petition for Emancipation***, the Clerk’s Office returned a copy for you and your records, and a copy for each of your parent(s) and legal guardian(s) listed on your ***Petition for Emancipation***.

2. Individually mail a copy of the ***Petition for Emancipation*** to each of the parent(s) and legal guardian(s) you indicated on the ***Petition for Emancipation.***

***IMPORTANT:* These must be mailed by Certified Mail “Return Receipt Requested”**. Contact your local U.S. Post Office to perform this step.

3. Once delivered to the parent(s) and legal guardian(s), the Post Office will deliver the **Return Receipt** to you. ***DO NOT LOSE THIS RECEIPT.***

4. Complete a ***Proof of Service*** form *for each parent(s) and legal guardian(s)*. Fill in the information requested on the form, and use transparent tape to attach the **Return Receipt** to the ***Proof of Service*** form in the space provided. MAKE SURE YOU HAVE THE PROPER **RETURN RECEIPT** WITH THE PROPER ***PROOF OF SERVICE*** FORM.

5. Take the completed ***Proof of Service*** forms to your Court Clerk’s Office to be properly filed.