

INSTRUCTIONS AND INFORMATION FOR WRITTEN REQUESTS FOR SERVICE

The Court cannot consider a complaint (a document that initiates a legal action) or a motion (written request), unless it has been “served” (sent to all persons related to the case). When a complaint has been filed, the Clerk’s Office will send a summons (a document informing a defendant that a legal action has been filed against them) to all parties on the case.

If you are attempting to change or modify a court order, the motion you file must be “served” by the Clerk’s Office, **NOT BY YOU**. You **MUST** instruct the Clerk to serve all parties (persons related to the case) by using the form on the next page titled “Instructions for Service.” You will find the types of service available listed below. You must also provide the Clerk with a copy of the document (motion) that you wish to be served. Upon your direction, the Clerk’s Office will send a summons with the attached document (motion) to all the parties you wish to serve using the type of service you select.

Please do not serve yourself, as you already have notice of your filing. It is YOUR responsibility to provide a complete and full address for all legal parties involved (this includes a street address, apartment numbers, city, state, and zip code).

Unless service is quickly and properly executed in a timely fashion, the legal proceedings could be disrupted, delayed, or even dismissed. To ensure that all parties are properly served, you are charged with the responsibility of using all resources to obtain an accurate and complete address.

The following are guidelines for determining the most appropriate type of service. **You may want to consult your attorney or read Civil Rule 4 for guidance.**

CERTIFIED MAIL: is mail that requires proof of receipt with a signature, and a complete and accurate address. If the certified mail is returned as refused or unclaimed the court will automatically send out ordinary mail to the same address. **Certified mail is a required method of service on all first-time filings.**

ORDINARY MAIL – is mail that requires an accurate and complete address, but does not require a signature or proof of receipt. If the mail is unable to be delivered by the U.S. Postal Service, it will be returned and marked with the reason it could not be delivered.

THIS SHEET IS INFORMATIVE ONLY AND SHOULD BE REMOVED PRIOR TO FILING.