

**SERVICE OF COURT PAPERS (CHECKLIST)  
YOU DO NOT KNOW WHERE THE OTHER PARTY IS  
AND YOU CANNOT FIND OUT**

**Use the forms and instructions in this packet ONLY if the following factors apply to your situation:**

- √ You have filed a Petition OR Complaint, or other court papers that are required to be served for a matter in court, and now you want to have the other party served with court papers, **AND**
- √ You do not know where the other party is, **AND**
- √ You have already taken **every reasonable step** to locate and personally serve the other party. Examples of steps you **MUST** take before you can Serve by Publication:
  - Verify the Respondent is not at any last known address(es)
  - Talk to Respondent's friends, family members, employer, co-workers former co-workers or employer(s), or anyone else you think may have a current address.
  - Search telephone directories, the Internet, voter registration records, obituaries, and even the morgue.
  - You may also have to consider hiring a private detective or a company that charges a fee to do computer searches to help you track down the other party, **AND**
- √ You are prepared to state to the court under penalty of law, exactly what you did to try to find the other party.

**PLEASE READ:** Consulting a lawyer before filing documents with the court may help prevent unexpected results. Go to [www.az.bar.org](http://www.az.bar.org) for a list of lawyers who can give you legal advice