

## **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 Requested"** 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 scotch 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.