

SERVICE OF COURT PAPERS

(CHECKLIST)

“Service” means giving legally required notice to other parties that you have filed papers that may result in a court order that may affect them. The court papers can **ONLY** be delivered in a manner permitted by law, and proof of proper delivery must be filed with the court.

You may use these forms and instructions if.....

- ✓ You have filed a Petition, Complaint, or other document in the Superior Court in a Civil or Family Court case and you are required to serve notice on other parties of what you have filed with the court, AND
- ✓ You understand that your case cannot proceed until you have provided proof to the court that notice has been given in a manner permitted by law, 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 the Superior Court, and return the form for you to file with the Court.

NOTE: 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.

READ ME: Consulting a lawyer before filing documents with the court may help prevent unexpected results. Before you sign any court document, or get involved with a court case, it is important that you see a lawyer to make sure you are doing the right thing. Go to www.azbar.org for a list of court-approved lawyers.