

PROCEDURES: HOW TO SERVE COURT PAPERS BY SHERIFF

STEP 1: GO. Contact the Sheriff's Office in the county where the other party lives. Bring your court papers with you, **or** send a copy of the court papers to the Sheriff's Office if the other party does **not** live in the same county as you do. The Sheriff's Office in Pinal County is located at:

Pinal County Sheriff's Office, Civil Unit
971 Jason Lopez Circle, Court Building
Florence, Arizona 85132
520-866-5137

Notice: There is a filing fee for all Petitions, Complaints, Answers and Responses and there are service fees. You may request a waiver or deferral of the filing fees (and the Sheriff's service fees if you intend to use the Sheriff's Office in Pinal County for service) at the time you file your papers with the Clerk of the Court.

STEP 2: WRITE. Fill out the attached sheet for identifying the other party and bring:

- Other party's set of copies of the court papers.
- A picture or written physical description of the other party. (Photographs provided will not be returned to you)
- A written description of the automobile the other party drives.
- The address where other party can be served.
- **"Certified Order Waiving/Deferring Fees,"** or a \$200.00 deposit fee - cash/money order.

STEP 3: WAIT. The Sheriff may mail you a copy of the **"Affidavit of Service"** after the other party is served with the papers if you provide a self-addressed, stamped envelope, **or** the Sheriff may file these papers instead of sending them back to you. Provide the Sheriff an extra copy of the Affidavit of Service to keep with their records. It is your responsibility to make certain that proof of service is filed into your case at the Clerk of Courts.

STEP 4: COUNT: Read the **"Affidavit of Service"** to find out the date the other party was served with the court papers and start counting the days the other party has to file a Response or Answer. (When counting the days, start counting with the day **after** the other party was served with the court papers.)

NOTICE: The Petitioner must serve the Respondent with a copy of the petition and all of the forms filed with the petition within 120 days after the petition has been filed with the Clerk of Court. If service is not complete, your case will be dismissed.

DO NOT BRING CHILDREN TO COURT.

 (YOUR NAME)

 (ADDRESS)

 (CITY/STATE/ZIP)

 (TELEPHONE NUMBER)

 (DATE)

 (COUNTY NAME) **County Sheriff**

 (ADDRESS) **COURT CASE NO.** _____

 (CITY/STATE/ZIP)

REGARDING: (NAME OF PERSON TO BE SERVED) _____

I enclose a copy of the following documents: (LIST ALL DOCUMENTS YOU WANT TO BE SERVED)

Please serve these papers on the other party. His or her current address and physical description are:

 (OTHER PARTY'S NAME)

 (HOME ADDRESS) (WORK ADDRESS)

 (HOME CITY/STATE/ZIP) (WORK CITY, STATE, ADDRESS)

SEX	RACE	BIRTH	HGT.	WGT.	EYES	HAIR	SSN

Please return a notarized **"Affidavit of Service"** to my address at your earliest convenience. The court requires that each document served be named in the **"Affidavit of Service."**

I also enclose a deposit of \$200. I understand there is a \$16.00 minimum service fee, a travel fee of \$2.40 per mile (one way) not to exceed 200 miles one way, for each attempt at service, and an \$8.00 notary fee. I understand that the difference between my deposit and the fees accrued for service will be billed, or returned, to me. **OR,**

I also enclose a certified copy of the **"Order for Waiver/Deferral of Fees for Service of Process."**

Thank you for your cooperation in this matter.

 (YOUR SIGNATURE)