

INSTRUCTIONS: HOW TO SERVE COURT PAPERS BY SHERIFF

USE THIS PROCEDURE ONLY after filing your family court papers.

- STEP 1: FIND** 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 Gila County is located at:
- | | |
|---|---|
| 1100 E. South Street
Globe, AZ 85501
(928) 425-4449 | 108 W. Main Street, Ste A
Payson, AZ 85541
(928) 474-2208 |
|---|---|
- Notice:** There are fees for process of service. You may request a Waiver or Deferral of these fees if you intend to use the Sheriff's Office for this service.
- STEP 2: GO** Take the following documents and information to the Sheriff's Office:
- Other party's set of copies of the court papers.
 - A picture or written physical description of the other party.
 - A written description of the automobile the other party drives.
 - The address where other party can be served.
- STEP 3: WAIT.** The Sheriff may mail you a copy of the "***Affidavit of Service***" after the other party is served with the papers, **or** the Sheriff may file these papers instead of sending them back to you.
- 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.)

DO NOT BRING CHILDREN TO COURT.

INSTRUCTIONS: HOW TO SERVE COURT PAPERS BY REGISTERED PROCESS SERVER

USE THIS PROCEDURE ONLY after filing your family court papers.

STEP 1: FIND. You must hire a Registered Process Server. You may locate process servers in the commercial section of the phone book under "Process Server." You may also go to the website of the Arizona Process Server's Association at <http://arizonaprocessservers.org/>.

Notice: There are fees for process of service. You may request a Waiver or Deferral of these fees if you intend to use the Sheriff's Office for this service.

Registered Process Servers:

- May offer greater flexibility in serving papers "after-hours" or on short notice.
- Are paid directly by you not through the court.
- Fees may not be deferred or waived by the court.

STEP 2: GO. Go to the Registered Process Server's office. **TAKE** with you the following things:

- Copy of "**Summons**" (if your case has a summons)
- Other party's set of copies of the court papers.
- A picture or a written physical description of the other party.
- A written description of the automobile that the other party drives.
- The address where the other party can be served.
- The amount you need to pay for this service. (You can call ahead of time to ask the Process Server what type of payment they require.)

STEP 3: WAIT. The Process Server will mail you a copy of the "**Affidavit of Service**" after he/she serves the other party with the papers. **IMPORTANT: If the Process Server does not file an "Affidavit of Service" with the Clerk of the Court, you must get the "Affidavit of Service" from the Process Server and file it.**

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

DO NOT BRING CHILDREN TO COURT.

Name of Person Filing: _____

Mailing Address: _____

City, State, and Zip Code: _____

Daytime Phone Number: _____

Evening Phone Number: _____

ATLAS Number (if applicable): _____

State Bar Number (if applicable): _____

Representing: Self Petitioner Respondent

(If Attorney, include State Bar Number)

SUPERIOR COURT OF ARIZONA GILA COUNTY

(Name of Petitioner/Plaintiff)

AND

(Name of Respondent/Defendant)

Case Number: _____

AFFIDAVIT SUPPORTING OUT-OF-STATE SERVICE

A.R.C.P. 4.2(b)); A.R.F.L.P. 42(B)

(Required to be filed prior to any default)

As required by Arizona Rules of Civil Procedure, Rule 4.2(b), or Arizona Rules of Family Law Procedures, Rule 4.2(B), I am filing this Affidavit to inform the court why service was made by a person authorized to serve process under the law of the state where such service was made.

1. Reason for service by process outside the State of Arizona:

The other party resides or works outside the State of Arizona.

Other Reason: _____

2. I have attached the Affidavit of the person who served the papers upon the other party, including a statement of the date, time, and circumstances of delivery.

3. The Affidavit indicates the person who served the papers is:

A licensed or registered process server in the state where the papers were served.

Sheriff, Deputy Sheriff, or other law enforcement

Other person authorized to serve process under the laws of the state where service is made, namely:

OATH OR AFFIRMATION

State of Arizona)
Gila County) ss.

By signing this document, I state to the court under penalty of perjury that its contents are true and correct to the best of my knowledge and belief.

Signature

Date

Sworn to or Affirmed before me this _____ day of _____, 20_____

by _____

My Commission Expires: _____

Deputy Clerk or Notary Public