

# **SERVICE**

## **JUVENILE COURT ONLY**

2

### **HOW TO SERVE NOTICE AS REQUIRED BYLAW for JUVENILE DEPENDENCY or SEVERANCE (Termination) OF PARENTAL RIGHTS**

**“Service” refers to giving legally required notice to other parties that you have filed documents with the court that may result in a court order that may affect them, and proving that notice was given in a manner required or permitted by law.**

## SELF-SERVICE CENTER

# SERVICE OF COURT PAPERS in a JUVENILE COURT CASE FOR DEPENDENCY *or* TERMINATION OF PARENTAL RIGHTS

### CHECKLIST

*You may use the forms and instructions in this packet if ...*

- ✓ You have filed a petition or other document regarding a person under the age of 18, a minor, in the Juvenile Court for either:
  - Dependency, or
  - Termination of Parental Rights (“Severance”).
- ✓ You are required to “serve notice” to parties legally entitled to receive notice of your filing such as the minor’s parents, legal guardian, custodian (a person with whom the minor is or has been living), or other person claiming a right to receive notice.
- ✓ 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.
- ✓ 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. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks, as well as a list of court-approved mediators can be found on the Self-Service Center website.

## Self-Service Center

### SERVICE OF COURT PAPERS

# HOW TO SERVE THE OTHER PARTIES IN A JUVENILE DEPENDENCY or SEVERANCE CASE

This packet contains information, instructions, and court forms about serving court papers in a Juvenile Court case to establish a dependency **or** to permanently sever (terminate) parental rights. The items listed in **BOLD** are **forms** that *if applicable*, you will need to fill out, copy, and submit to the Court. The other items are information or instruction pages. Do not copy or file the instructions and other non-bold items.

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The documents you have received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.

## SELF-SERVICE CENTER

### HELPFUL INFORMATION ON SERVING THE OTHER PARTY

- After you have filed your court papers with the Clerk of the Court, you must **serve** the papers on the other parties (the parents, the guardian, the custodian, and any other person whose presence in the action is required).
- **Service** means giving legal notice to the other party that you have filed court papers. You must provide proof of service to the Court.
- This packet explains the steps you need to take to serve the other party and what forms you must use.
- By completing the steps for service, you tell the Court that the other party has received a copy of the court papers.

**METHODS OF SERVICE:** Read the choices below to make sure that you are using the correct forms. Select the method of service that works best for you.

**1. You Know Where the Other Party Lives in the State of Arizona.**  
(Service must take place at least five (5) days before the date of the hearing.)

**A. Service by Acceptance.** This method requires you to give or mail the court papers to the other party and include an “**Acceptance of Service**” form. The other party must sign the Acceptance of Service form in front of a Notary Public and return it to you. The other party cannot sign the Acceptance of Service until after you have filed the court papers with the Court. The other party’s signature on the Acceptance of Service does not mean that he or she agrees with the court papers. It means that the other party admits receiving the papers, without being served in person by the sheriff or a process server. Service is complete at the time the other party signs the Acceptance of Service. If you choose this method of service, use the Acceptance of Service forms.

**WARNING:** Do not use this method of service if you are the victim of domestic violence, or believe the other party will hurt you, take your money, or take your children. If you believe the other party will become violent or uncooperative when you ask him or her to accept service, use one of the methods of service described below.

**B. Service by Registered Process Server.** This method requires you to hire and pay a registered process server to serve the other party with Court papers. A process server is a person who will give the papers to the other party at home, work, or other location. This method of service costs more than service by acceptance and requires the process server to find the other party. If you decide to use this method, look under “**PROCESS SERVER**” in the Yellow Pages to find someone who can serve your papers. Service is complete at the time the process server hands the other party the court papers. If you choose this method of service, use the Service by Process Server form.

- C. Service by Sheriff.** This method requires you to contact the Sheriff's Office in the county where the other party lives to arrange for a Sheriff's deputy to give the other party the court papers. This method requires you to pay a fee to the Sheriff's Office, unless you receive a fee waiver or deferral. The fee waiver or deferral form that Arizona uses is available at the Self-Service Center for persons who cannot afford the cost of service and meet certain financial requirements. The fee waiver and deferral form requires you to explain to the Sheriff why your situation calls for this method of service. Service is complete at the time the Sheriff or deputy hands the other party the court papers. If you choose this method of service, use the "Service by Sheriff" form.
- D. Other Methods of Service.** There may be other ways to serve the other party. To learn more about these other ways, you should see a lawyer for help.

**2. You Know Where the Other Party Lives in the United States but not in the State of Arizona.** (If the other party lives outside the United States, you should see a lawyer to find out which method of service will work best for you. Service must take place at least five (5) days before the date of the hearing.)

- A. Service by Acceptance.** This method requires you to give or mail the court papers to the other party and include an Acceptance of Service form. The other party must sign the Acceptance of Service form in front of a Notary Public and return it to you. The other party cannot sign the Acceptance of Service until after you have filed the court papers with the Court. The other party's signature on the Acceptance of Service does not mean that he or she agrees with the court papers. It means that the other party admits receiving the papers, without being served in person by the Sheriff or a process server. Service is complete at the time the other party signs the Acceptance of Service. If you choose this method of service, use the Acceptance of Service forms.

**WARNING:** Do not use this method of service if you are the victim of domestic violence, or believe the other party will hurt you, take your money, or take your children. If you believe the other party will become violent or uncooperative when you ask him or her to accept service, use one of the methods of service described below.

- B. Service by Certified Mail.** Use this method of service only if the other party lives outside the State of Arizona and you know the address. This method of service allows you to give notice by a special type of mail. You can send the court papers by giving the post office copies of the court papers in an envelope postage prepaid to be sent to the other party by any form of mail requiring a signed and returned receipt. This is called Certified Mail, Restricted Delivery by the Post Office. This means that the other party must sign for the papers.

If the other party signs a receipt (green card) for the papers, the green card will be returned to you in the mail. You must then file an affidavit with the court stating (1) that copies of the petition and notice of hearing were sent to the person being served; 2) that the copies were received by the person to be served as evidenced by the attached green receipt; 3) that the original green receipt is attached; and 4) the

date the party received the documents. A copy of the affidavit you will need is provided in the packet.

- C. Service by Registered Process Server.** This method requires you to hire and pay a registered process server to serve the other party with Court papers. A process server is a person who will give the papers to the other party at home, work, or other location. This method of service costs more than service by acceptance and requires the process server to find the other party. If you decide to use this method, look under "**PROCESS SERVER**" in the Yellow Pages to find someone who can serve your papers. Service is complete at the time the process server hands the other party the court papers. If you choose this method of service, use the Service by Process Server form.
- D. Service by Sheriff.** This method requires you to contact the Sheriff's Office in the county where the other party lives to arrange for a Sheriff's deputy to give the other party the court papers. This method requires you to pay a fee to the Sheriff's Office, unless you receive a fee waiver or deferral. The fee waiver or deferral form that Arizona uses is available at the Self-Service Center for persons who cannot afford the cost of service and meet certain financial requirements. The fee waiver and deferral form requires you to explain to the Sheriff why your situation calls for this method of service. Service is complete at the time the sheriff or deputy hands the other party the court papers. If you choose this method of service, use the Service by Sheriff Form.
- E. Other Methods of Service.** There may be other ways to serve the other party. To learn more about these other ways, you should see a lawyer for help.

### 3. You Cannot Find the Other Party.

**Service by Publication.** You may use this method only if you do not know, and cannot find the other party. Service by publication is your "last resort." It is used only if you do not have a current address for the other party and have tried to find the other party or after you have tried to serve the other party by personal service or certified mail and there are reasonable grounds to believe that the person is concealing him/herself to avoid service.

Service by Publication can be expensive and may delay your court case. This method requires that a notice be published once a week for four (4) weeks in a newspaper in the county where the action is pending. Service is complete 30 days after the first publication, and the initial hearing cannot be held until 10 days after service is complete. In other words, the hearing can be no earlier than the 41<sup>st</sup> day after the first publication.

To use this method, you must fill out several forms explaining to the Court what you have done to try to find the other party. If you choose this method of service, use the Service by Publication form.

**TIPS FOR FINDING THE OTHER PARTY:** Before using the Service by Publication method, you must take every reasonable step to try to find the other party. The Court requires you to file an "Affidavit Supporting Publication" telling the Court, under penalty of perjury, exactly *what you did* to find the other party. If the court is not satisfied that you have taken every reasonable step to locate and serve notice on everyone legally entitled to notice, your case may be delayed and you may be required to repeat publication.

Examples of steps you may be expected to take include:

- Verify the "missing" party is not at any former addresses.
- Talk to friends, family members, co-workers, employers, and/or neighbors.
- Search phone directories, the internet, county property and voter registration records, and even the obituaries.
- You may also consider hiring a company to do computer searches for you or to otherwise help you track down the missing party.

Do not copy  
or file this page

## SELF-SERVICE CENTER

# HOW TO SERVE THE OTHER PARTY USING THE ACCEPTANCE OF SERVICE METHOD

### STEP 1: ASK THE OTHER PARTY TO ACCEPT SERVICE AFTER YOU HAVE FILED THE COURT PAPERS.

- You can ask the other parties to accept service by talking to them, or by sending the *letter* included in this packet that asks them to sign the **Acceptance** in front of a Notary and return the form to you.
- **WARNING:** Do not do this in-person if you are the victim of domestic violence or believe the other party will hurt you, take your money, or take your children. Do not do this by *mail*, if the prior statements are true and the other person does not know your present address. If you have questions about whether you should use this method, you should see a lawyer for help.
- The other party *cannot* sign the **Acceptance of Service** until after you have filed the court papers.

### STEP 2: IF THE OTHER PARTY AGREES TO ACCEPT SERVICE, YOU HAVE THREE OPTIONS:

A. **GO:** You and the other party can go to the filing counter at the courthouse where you filed the court papers. Bring the original Acceptance of Service, plus two copies (one for you and one for the other party.) The other party must sign the original Acceptance of Service in front of the **Clerk at the filing counter**. The Clerk will notarize the other person's signature for FREE. The other party must have a valid picture I.D. with him or her for the Clerk or Notary Public to sign the Acceptance of Service.

OR

B. **MEET:** Arrange a meeting place and time with the other party before a **Notary Public**. Bring the original Acceptance of Service, plus two copies (one for you and one for the other party). You should also bring the court papers with you in case the other party or the Notary Public wants to see the court papers. The other party must have a valid picture I.D. with him or her for the Notary Public to sign the Acceptance of Service. There is usually a small cost to use a Notary Public.

OR

C. **MAIL:** **Mail** a copy of the court papers to the other party with the original Acceptance of Service. Ask the other party to sign the Acceptance of Service before a Clerk or Notary Public and tell the other party why you have asked him or her to sign the Acceptance of Service. You may use the form letter in this packet to tell the other party why you have asked him or her to sign the Acceptance of Service.

AND

**SIGN:** The other party must sign the Original Acceptance of Service and write in the date he or she signed on the Acceptance of Service. The other party must sign the Original Acceptance of Service in front of a Notary Public. The other party must have a valid picture I.D. with him or her for the Notary Public to sign the Acceptance of Service. There is usually a small cost to use a Notary Public. The other party should then send you the signed and notarized Original Acceptance of Service. You should write the date the other party signed the Acceptance of Service on your copy.

**NOTE:** If the other party does not send back the Acceptance of Service, ask him or her again to send it back. If the other party still does not send it back, then you have to serve the other party by one of the other service methods.

**STEP 3: FILE THE SIGNED AND NOTARIZED ACCEPTANCE OF SERVICE AT THE COURT:**

- **GO** to the Clerk at the Court where you filed the court papers and file the original **Acceptance of Service** signed by the other party and notarized.
- **GIVE** the Clerk the original ACCEPTANCE OF SERVICE signed by the other party in front of a notary public
- The Acceptance of Service should be signed by the other party at least five (5) days before the court hearing.

\_\_\_\_\_  
(YOUR NAME)  
\_\_\_\_\_  
(ADDRESS)  
\_\_\_\_\_  
(CITY/STATE/ZIP)  
\_\_\_\_\_  
(TELEPHONE NUMBER)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(OTHER PARTY'S NAME)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(CITY/STATE/ZIP)

**Re: Acceptance of Court Papers**

**Dear** \_\_\_\_\_  
(Other Party's Name)

**I have filed and enclosed a copy of the following court papers for you:**

(Check the box for the type of case and documents received, or check "Other" and list the type of case and title of the individual documents below.)

**JUVENILE DEPENDENCY**

**Petition**

**Notice of Hearing**

**Findings and Temporary Orders**

**TERMINATE (SEVER) PARENTAL RIGHTS**

**Petition**

**Notice of Hearing**

**Order Setting Initial Hearing**

**OTHER JUVENILE** (List other type case): \_\_\_\_\_

List Names of individual "other" documents: \_\_\_\_\_

**I have also enclosed an *Acceptance of Service* form for you to sign in front of a Notary Public and return to me in the enclosed self-addressed stamped envelope.**

**Signing the *Acceptance* acknowledges only that you have *received* these papers, not that you agree with anything stated or requested in them. Signing and returning the *Acceptance* will help to avoid unnecessary delay, expense, and having the papers served by the sheriff's department or a private process server. Signing and returning the *Acceptance* does not affect your right to file a written response and to attend the court hearing to disagree or to express your opinion.**

**Sincerely,**

\_\_\_\_\_  
(YOUR SIGNATURE)  
**Enclosures**

Person Filing: \_\_\_\_\_

Address (if not protected): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Lawyer's Bar Number: \_\_\_\_\_

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

FOR CLERK'S USE ONLY

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

IN THE MATTER OF:

Case Number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ACCEPTANCE OF SERVICE A.R.C.P. 4(f)

(Names of Children)

#### THE PERSON WHO SIGNED BELOW STATES UNDER OATH OR AFFIRMATION:

1. **ACCEPT AND WAIVE FORMAL SERVICE.** I voluntarily accept and waive formal service by process server or sheriff of the court papers listed below and understand by accepting these papers it is the same as if I were personally served under Arizona law.

(Below: Check the boxes to indicate documents received. If papers received are **not** for a Dependency or to Terminate Parental Rights, check the box for "Other", list the type of case and the name of documents received (example: "Petition" or "Notice of Hearing"). Do not check the box unless you received the document.)

#### JUVENILE DEPENDENCY

#### TERMINATE PARENTAL RIGHTS

OTHER \_\_\_\_\_

Petition

Petition \_\_\_\_\_

Notice of Hearing

Notice of Hearing \_\_\_\_\_

Findings and Temporary Orders

Orders Setting Initial Hearing \_\_\_\_\_

2. **DOES NOT INDICATE AGREEMENT.** I understand that accepting service does not affect my right to appear at the hearing or file papers with the Court to disagree with what is stated or requested.

**3. ATTEND THE HEARING.** I understand that if I do not attend the hearing that I may lose my right to be heard in this case. I understand that failure to appear at the hearing could result in the Court giving the other party any and all things requested in his or her legal papers.

**4. MILITARY SERVICE.** I am not in the military forces of the United States of America in any capacity or I waive the protection of the Service Members Civil Relief Act.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Accepting Service

\_\_\_\_\_  
Printed Name of Person Accepting Service

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn to or affirmed before me this: \_\_\_\_\_ by  
(date)

\_\_\_\_\_.

(notary seal)

\_\_\_\_\_  
Deputy Clerk or Notary Public

## SELF-SERVICE CENTER

### HOW TO SERVE THE OTHER PARTY BY REGISTERED (“PRIVATE”) PROCESS SERVER

**STEP 1: FIND.** You must hire a Registered Process Server. To find a Registered Process Server look in the Yellow Pages under "Process Servers."

**Notice:** There may be a filing fee for Petitions or Complaints, and Responses or Answers, and there are Service Fees. You may request a Deferral of the filing fees and/or the costs (and Sheriff's Service Fees if you intend to use the Sheriff's Office for service) at the time you file your papers with the Clerk of the Court. You may **not** defer costs of a Registered Process Server.

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

- ✓ Other party's set of copies of the court papers (Petition and Notice of Hearing).
- ✓ 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 cash you need to pay for this service. (You can call ahead of time to ask the Process Server how much money it will cost.)

**STEP 3: WAIT.** The Process Server will mail you a copy of the Affidavit of Service after he or 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: GO.** Go the Court Hearing. Bring a copy of the Petition, Notice of Hearing, and Affidavit of Service with you.

## SELF-SERVICE CENTER

### HOW TO SERVE THE OTHER PARTY BY CERTIFIED MAIL

USE THIS PROCEDURE ONLY after you have filed your papers with the Court.

**STEP 1: GO TO THE POST OFFICE** and tell the Clerk you would like to mail the other party a letter as follows:

- Certified Mail, and
- Deliver to Addressee Only, and
- Restricted Delivery, and
- Return Receipt Requested, and
- Pay the postage

**STEP 2: WAIT** for Green Receipt to be returned with the other party's signature. When you get the Green Receipt, note the date the other party received and signed for the papers.

**STEP 3: PAPERS FOR THE COURT**

- **COMPLETE:** Original of Declaration or Affidavit of Service by Certified Mail.
- **ATTACH:** You must attach the original Green Receipt to the Declaration or Affidavit to prove how you served the other party. Make sure you keep a copy of the Green Receipt for yourself (both sides).
- **COPY:** Make yourself a copy of the Declaration or Affidavit of Service by Certified Mail and attach the copy of the Green Receipt to it.

**STEP 4: FILE PAPERS WITH THE COURT.** File the Declaration or Affidavit of Service by Certified Mail and attached Green Receipt with the Clerk of the Court.

**STEP 5: GO TO THE COURT HEARING.** Bring your copy of the Petition, Notice of Hearing, and Declaration or Affidavit of Service by Certified Mail and attached Green Receipt with you.

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_

FOR CLERK'S USE ONLY

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

IN THE MATTER OF:

Case Number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### DECLARATION OF SERVICE BY CERTIFIED MAIL

1. I am familiar with the facts stated in this Declaration and know of my own knowledge that the facts stated herein are true and correct. I make this Declaration to show that I have served the court papers on the other party by certified mail, postage prepaid, return receipt requested, pursuant to Rule 48 of the Rules of Procedure for the Juvenile Court and A.R.S. §8-841(E). A copy of the verified **Petition** and **Notice of Hearing** were sent to:

Person served (Name of Other Party): \_\_\_\_\_  
Relationship of Other Party to Me: \_\_\_\_\_  
Address where Other Party was served: \_\_\_\_\_  
Date of receipt by the Other Party: \_\_\_\_\_  
Date of return of green receipt to me: \_\_\_\_\_

2. These court papers were received by the other party as shown by the green receipt, the original of which is attached to this Declaration.
3. **Service by certified mail instead of personal service was used because:** (Be specific)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### DECLARATION

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SELF-SERVICE CENTER

### HOW TO SERVE THE OTHER PARTY 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 Maricopa County has a "Civil Process" window to where you can go to arrange service at the following locations:

The Sheriff's Office - East of the Clerk's Office  
201 West Jefferson Street  
Central Court Building  
Phoenix, Arizona 85003  
(602) 876-1840

Southeast Court Facility in Mesa  
222 East Javelina  
Mesa, Arizona 85210

Northeast Court Facility at 40<sup>th</sup> Street & Union Hills in North  
Phoenix  
18380 North 40<sup>th</sup> Street  
Phoenix, AZ

*Do not copy  
or serve this paper  
on the other party*

**Notice:** There are fees for service of court papers. If you intend to use the Sheriff's Office for service you may request a *deferral* (delayed payment) of the service fees at the time you file your papers with the Clerk of the Court. You may **not** defer the cost of service by a Registered "private" Process Server.

#### 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 (*Petition* and *Notice of Hearing*).
- A picture or a 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.
- Certified Order Waiving/Deferring Fees, or a \$200.00 deposit fee - Cash/Money Order.

#### STEP 3: WAIT.

The Sheriff will mail you a copy of the *Affidavit of Service* after he or she serves the other party with the papers. (The Sheriff may also file these papers instead of sending them back to you.)

#### STEP 4: GO.

Go to your court hearing. Bring a copy of the *Petition*, *Notice of Hearing*, and *Affidavit of Service* from the Sheriff's Office.

\_\_\_\_\_  
 (YOUR NAME)

\_\_\_\_\_  
 (ADDRESS)

\_\_\_\_\_  
 (CITY/STATE/ZIP)

\_\_\_\_\_  
 (TELEPHONE NUMBER)

\_\_\_\_\_  
 (DATE)

\_\_\_\_\_  
 (COUNTY) \_\_\_\_\_ County Sheriff

\_\_\_\_\_  
 (ADDRESS)

\_\_\_\_\_  
 (CITY/STATE/ZIP)

**NAME OF PERSON TO BE SERVED:** \_\_\_\_\_

**COURT CASE NUMBER:** \_\_\_\_\_

I have enclosed a copy of the **Petition** and **Notice of Hearing**. Please serve these papers on the other party. His or her current address and physical description are:

\_\_\_\_\_  
 (OTHER PARTY'S NAME)

\_\_\_\_\_  
 (HOME ADDRESS) \_\_\_\_\_  
 (HOME CITY/STATE/ZIP)

\_\_\_\_\_  
 (WORK ADDRESS) \_\_\_\_\_  
 (WORK CITY/STATE, ZIP)

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 for \$200.00.** I understand there is a **\$16.00 service fee, \$2.40 per mile**, one way, for each attempt at service travel fee, and a **\$8.00 notary fee**. I understand 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 Deferral of fees for Service of Process".**

Thank you for your cooperation in this matter.

\_\_\_\_\_  
 (YOUR SIGNATURE)

## SELF-SERVICE CENTER

# HOW TO SERVE THE OTHER PARTY BY PUBLICATION

### STEP 1: PUBLISH THE COURT PAPERS.

A. How to serve the court papers by publication if you do not know if the other party lives in the county in which your case is pending (Maricopa County) and/or the other party's last known address was not in Arizona.

1. IF YOU ARE PAYING THE COSTS TO PUBLISH, USE ANY PAPER OF GENERAL CIRCULATION not limited to those listed below, but they must use a format acceptable to the Court. Publications that regularly publish legal notices that are familiar with the requirements include the following:

a. **THE RECORD REPORTER.** Call (602) 417-9900 to determine the cost of publishing your legal ad and to confirm how you wish to pay. Visa, MasterCard, Discover, American Express, and checks or money orders made payable to the Record Reporter, are accepted.

Mail or deliver payment and the letter that is attached to this form along with a copy of the documents you filed with the Clerk, to: **Record Reporter, Legal Advertising, 2025 N. Third Street, Suite 160, Phoenix, AZ 85004.** OR if you have already arranged payment, you may fax the documents to (602) 417-9910.

b. **THE ARIZONA BUSINESS GAZETTE.** Call (602) 444-7315 to determine the cost of publishing your legal ad and to confirm how you wish to pay. Visa, MasterCard, Discover, checks and money orders, are accepted.

Mail payment and the letter that is attached to this form along with a copy of the documents you filed with the Clerk, to:  
**Arizona Business Gazette, Legal Advertising, P. O. Box 194, Phoenix, AZ 85001,** OR if you have already arranged payment, you may *fax* the documents to (602) 444-7364. OR,

You may deposit the above in the DROP BOX near the Clerk of Superior Court's filing counter at 201 W. Jefferson in Phoenix.

OR,

2. *If you have a Court Order DEFERRING SERVICE COSTS, you MUST use THE ARIZONA BUSINESS GAZETTE. (602-444-7315).* Follow the instructions in "b", above and include the **Certified Order Deferring Publication Fees** with the other papers delivered to The Gazette.

**Notice:** There may be a filing fee for Petitions, Complaints, Responses or Answers, and fees for serving court papers as well. You may request a Deferral of court filing fees and costs and Sheriff's Service Fees (if you intend to use the Sheriff's Office for service) at the time you file your papers with the Clerk of the Court. You may not defer costs of a Registered Process Server.

**STEP 2:** **WAIT.** Wait for the newspaper to send you the original of the document called **AFFIDAVIT OF PUBLICATION.**

**STEP 3:** **COMPLETE YOUR PAPERWORK:**

- A. **Fill out** the ***Declaration Supporting Publication*** document that is attached.
- B. **ATTACH** a copy of the ***Affidavit of Publication*** and published notice from the newspaper(s).
- C. **KEEP A COPY** for yourself of the ***Declaration Supporting Publication*** and ***Affidavit of Publication.***

**STEP 4:** **FILE THE COURT PAPERS:**

- A. File the original of the ***Declaration Supporting Publication*** with copy of ***Affidavit of Publication*** and published notice from the newspaper attached, and;
- B. File the original ***Affidavit of Publication*** you received from the newspaper(s).

**STEP 5:** **GO TO YOUR COURT HEARING.** Bring a copy of the ***Petition, Notice of Hearing, Declaration Supporting Publication,*** and ***Affidavit of Publication*** with you to the hearing.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Address

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Name of Newspaper

\_\_\_\_\_  
Address

**To Whom It May Concern:**

**I need to publish notice in the newspaper about Court Case No. \_\_\_\_\_.**

**Enclosed is a copy of the *Notice of Hearing* regarding a petition for:**

- Juvenile Dependency,**  
 **Severance (termination) of Parental Rights, or**  
\_\_\_\_\_ **stamped by the Clerk of Court.**

**Please publish a Notice in your newspaper about this court case once a week for four (4) weeks. I understand service in this matter is complete 30 days after the first publication and my hearing can be scheduled no earlier than ten (10) days after service is complete (no sooner than 41 days after the first publication).**

**Also enclosed is (check one box):**

- A check or money order in the amount of \$ \_\_\_\_\_ for the cost of the publication as requested.**  
 **A certified copy of the Order from the court waiving the publication costs.**

**When you receive this letter please call me at this area code and phone number (\_\_\_\_\_)\_\_\_\_\_ to tell me when publication will occur. When publication has been completed, please send to me the original and one copy of an Affidavit of Publication.**

**Thank you for your help in this matter.**

**Yours truly,**

\_\_\_\_\_  
Sign your name

**Enclosures:**

- Court documents                      AND  
 Check or Money Order                      OR  
 Certified copy of Court Order of Deferral of Publication Fees

Person Filing: \_\_\_\_\_

Address (if not protected): \_\_\_\_\_

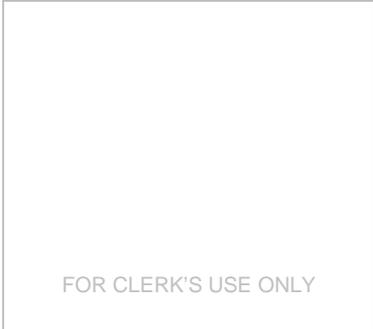
City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Lawyer's Bar Number: \_\_\_\_\_

Representing  Self, without a Lawyer or  Attorney for  Petitioner OR  Respondent



## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

IN THE MATTER OF:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Case Number: \_\_\_\_\_

### DECLARATION SUPPORTING PUBLICATION

1. I make this Declaration to tell the Court why service by publication was used, and to show how service by publication was done. I have read this document and know of my own knowledge that the facts stated are true and correct.

2. Pursuant to Arizona Rules of Civil Procedure, Rules 4.1 and 4.2, service by publication is the best way to notify the other party of this court case because the other party is:

Avoiding service of process, I have mailed, postage prepaid, a copy of the following legal documents:

\_\_\_\_\_  
\_\_\_\_\_ to the last known address of the other party on or before the first date of Publication,

OR

The other party's residence is unknown. I have not mailed copies of the proceedings to the other party.

3. The residence and whereabouts of the other party's is unknown to me, even though I have made a diligent search to find out. My search failed to reveal any information that might lead to knowledge about the other party's residence or whereabouts. A search was made of the following records: (Be specific.)

Telephone Directory/Directory Assistance. State the cities you called and the numbers you called.

\_\_\_\_\_  
\_\_\_\_\_

Last Known Employer. State who you talked with and when:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Case No. \_\_\_\_\_

**Relative or Friend of Other Party (State who you contacted, his or her relationship to the other party, how you contacted him or her (in person, by telephone, by letter) :**

\_\_\_\_\_  
\_\_\_\_\_

**Other things you did:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **To the best of my knowledge, information, and belief, the other party is not in the military service of the United States.**

5. **The following document(s)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**was/were published in a newspaper in the county, where my case is pending on the following dates:**

A. \_\_\_ / \_\_\_ / \_\_\_,

B. \_\_\_ / \_\_\_ / \_\_\_,

C. \_\_\_ / \_\_\_ / \_\_\_,

D. \_\_\_ / \_\_\_ / \_\_\_,

6. **A copy of the Affidavit of Publication and notice as published are attached.**

**DECLARATION**

**I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge and belief.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**INSTRUCTIONS**  
**ATTACH a copy of the *Affidavit of Publication* from the newspaper(s) to this page.**  
**FILE the original of the *Affidavit of Publication* from the newspaper(s) with the Court.**