

SELF-SERVICE CENTER

PROCEDURES: HOW TO SERVE LEGAL PAPERS BY SHERIFF

**In cases concerning Guardianship of a Minor
(Arrange for service ONLY after you have filed your court papers)**

STEP 1 ARRANGING FOR SERVICE:

- Go to the sheriff's office with the papers for Service. The Sheriff's Office is located in downtown Phoenix. Even if you file your case at the Juvenile Court at the Durango Facility, or at the Juvenile Court's Southeast Facility in Mesa, you must still go to the Sheriff's office to arrange for Service. The address for the Sheriff's office is:

The Sheriff's Office
201 West Jefferson Street
Central Court Building
Phoenix, Arizona 85003
(602) 256-1834

- There is a filing fee for all Petitions and there are Service Fees. You may request a **WAIVER OR DEFERRAL OF FILING FEES** (and the 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.

STEP 2 DOCUMENTS NEEDED FOR SERVICE:

- Complete the attached sheet for identifying the other person (Page 2) and bring the following with you to the Sheriff's Office:
 - 1) A set of copies of the court papers for the person being served.
 - 2) A picture or a written physical description of the other person.
 - 3) A written description of the automobile the other person drives.
 - 4) The address where other person can be served.
 - 5) A Certified Copy of the Order Waiving/Deferring Fees or a **\$200.00 deposit** payable with cash or money order.

STEP 3 AFTER SERVICE IS GIVEN:

- The Sheriff will mail you a copy of the **AFFIDAVIT OF SERVICE** after he or she serves the other person with the papers. The Sheriff may also file these papers instead of sending them back to you; however, make sure that the Affidavit is filed.

