

## 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.