

## 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.