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.

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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.

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_____
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

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