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:

Do not copy or serve this paper on the other party

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 40th Street & Union Hills in North Phoenix
18380 North 40th Street
Phoenix, AZ

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.

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_____
(YOUR NAME)

_____
(ADDRESS)

_____
(CITY/STATE/ZIP)

_____
(TELEPHONE NUMBER)

_____
(DATE)

_____ County Sheriff
(COUNTY)

_____
(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) (WORK ADDRESS)

_____ _____
(HOME CITY/STATE/ZIP) (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)

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