

Procedures: How to serve court papers to an incarcerated person

Requirements:

- You may use this method if:
 - Your case is a dependency case.
 - OR
 - Your case is a termination of parental rights case and the person being served is incarcerated outside Arizona.
- ✗ You may not use this method if:
 - ✗ Your case is a termination of parental rights case and the person being served is incarcerated in Arizona. Instead, you must hire a registered process server who is approved to serve papers in a jail, prison, or correctional facility in Arizona.

Step 1: Serve the incarcerated person:

- Address two (2) large manila envelopes with the inmate's name, inmate number, jail or prison or correctional facility name and address. If the inmate is in an Arizona State Prison, you must address the envelopes exactly as described below. If the inmate is not in an Arizona State Prison, write "LEGAL MAIL" on the front of both envelopes. Put one set of court papers in one envelope, and the other set of documents in the other envelope.
- Go to the post office or any other business that delivers mail. Tell the clerk that you need to send 1 envelope as first-class mail. Tell the clerk that the other envelope must be sent with signed confirmation of delivery and that you will need the signature on the confirmation receipt. Keep the cash register receipt or package label. This will be filed with the Declaration of Service with Signature Confirmation (Declaration).
 - For inmates housed in Arizona State Prison facilities, the copy sent with a return confirmation (return receipt or signature confirmation) must be mailed to the following address. The sender must include the following information on the envelope, or the mail may be rejected: 1) the sender's full return address on the envelope, including first and last name, and 2) The words "JUVENILE COURT FILING" written along the bottom of the front of the envelope.

Arizona Department of Corrections, Rehabilitation and Reentry
[Inmate's Full First and Last Name] + [ADCRR Number]
[Prison Complex], [Assigned Unit]
801 E Jefferson Street
Phoenix, AZ 85034

- For inmates housed in Arizona State Prison facilities, the copy sent by first-class mail must be mailed to the following address. The sender must include their full return address on the envelope, including their first and last name.

Arizona Department of Corrections, Rehabilitation and Reentry
[Inmate's Full First and Last Name] + [ADCRR Number]
[Prison Complex], [Assigned Unit]
P.O. Box 211309
Dallas, TX 75211

Here is the link to the ADCRR website where you can lookup inmate numbers, along with prison complex and assigned unit information for the address if not known.

<https://corrections.az.gov/inmate-data-search>

Step 2: When you receive the signature confirmation:

- Wait for the returned copy of the jail or prison official's signature. If using signature confirmation mail, wait for the green receipt card to be returned with the other party's signature. When you get the green receipt, note the date the other party signed for the papers, and attach the card (or a photocopy of both sides of the card) to the Declaration.
- If using a different method of delivery with signature confirmation from the Postal Service or FedEx, etc., you may go to the company's web site to confirm delivery and get a copy of the signature confirmation. Tape that copy of the signature confirmation along with the cash register receipt or other proof of mailing to the Declaration.

Step 3: Prepare to file the Declaration with the court.

- Complete the Declaration.
 - Be sure you fill in the date the jail or prison official received the papers. If you fail to list a date, the court may not process your papers and your case may be delayed and possibly dismissed.
 - You must check the box indicating "Duplicate Service to Inmate and Inmate's attorney by First Class Mail," in addition to the other method you used for signature confirmation delivery.
 - You must attach a copy of the jail or prison official's signature confirming receipt of the court documents to the Declaration. If using signature confirmation mail, copy both sides of the green return receipt card and attach either the original or the photocopy to prove how and when you served the incarcerated party.

- Make a copy of the entire Declaration for your records. Be sure to include a copy of the return receipt card or other document with the other party's signature acknowledging they received the court documents.

Step 4: File the original Declaration and the attached receipts with the Clerk of Superior Court at the Maricopa County Juvenile Court facility:

Durango Facility
3131 W. Durango Street
Phoenix, AZ 85009