

START HERE: How to serve/notify interested people.

STEP 1: Decide who must be served/notified and what methods are available.

People Who Must be Served/Notified

Service/Notice Methods Available
(Described in more detail on the following pages.)

<ul style="list-style-type: none">• Subject Person	<ul style="list-style-type: none">• Service by Registered Process Server, OR• Service by Sheriff
<ul style="list-style-type: none">• Parents of Subject Person (if in Arizona)• Spouse of Subject Person (if in Arizona)	<ul style="list-style-type: none">• Service by Registered Process Server, OR• Service by Sheriff, OR• Acceptance of Service/Waiver, OR• Service by Publication (Only if you cannot locate to serve with process server, sheriff or acceptance/waiver.)
<p>Other Interested People:</p> <ul style="list-style-type: none">• Adult Children of Subject Person• Any Person with Care and Custody of Subject Person• Current Guardian or Conservator of Subject Person (if any)• Current Guardian Ad Litem or Statutory Representative of Subject Person (if any)• Any other person who has filed a demand for notice with the court.• Closest adult relative if any can be found (Only if Subject Person has no spouse, parents, or adult children) <p>--- If Outside Arizona ---</p> <ul style="list-style-type: none">• Parents of Subject Person• Spouse of Subject Person	<ul style="list-style-type: none">• Notice by Mail – Certified or Registered Mail, OR• Notice by Personal Delivery, OR• Notice by Publication

STEP 2: Decide which methods of service/notice you will use, and which documents you need in this packet.

1. Service by Registered Process Server

This service method allows you to hire a registered process server to hand deliver your court papers to the other party. A fee deferral order or waiver cannot be used for this service method.

If you give notice by Process Server, the Process Server must serve the documents at least 14 days before the date of the hearing:

You will need the following forms in this packet:

☐ Procedures: How to serve by registered process server: PB22p

2. Service by Sheriff

Qualified law enforcement officers can also serve individuals. Fees and timeframes may vary. A fee deferral order or waiver can be used for this service method but only with the Maricopa County Sheriff's Office.

This service method requires you to contact any law enforcement agency in the county where the other party lives. You will arrange for a law enforcement officer to hand deliver your court papers to the other party. You will need to provide the other party's address and physical description.

14 days: If you give notice by Law Enforcement, the officer must serve the documents at least 14 days before the date of the hearing:

You will need the following forms in this packet:

☐ Procedures: How to serve by sheriff. PB23p

3. Acceptance of Service/Waiver

You can use this service method if the other party agrees to sign the Acceptance of Service form in front of the Clerk of Superior Court or a Notary and return the form back to you.

You will have to give or mail the court papers to the other party and include the Acceptance of Service form in the court papers. The other party's signature on the Acceptance of Service form does not mean that they agree with the court papers. It simply means that the other party agrees they have received the papers. This form also allows the other party to waive further notice if they choose.

You must file the Acceptance of Service as soon as possible. If possible, it is best to file it at least 72 hours before the hearing.

You will need the following forms in this packet:

☐ Procedures: How to Serve by Acceptance of Service PB21p

☐ Form: Acceptance of Service and Waiver of Notice PBGC21f

4. Notice by Certified or Registered Mail

You must use certified or registered mail from the U.S. Postal Service.

If you give notice by mail, you must mail the following to the other party at least 14 days before the date of the hearing:

- Notice of Hearing
- A copy of the documents you filed in the case.

You must then file the Proof of Notice form before the hearing or present it at the hearing.

You will need the following forms in this packet:

☐ Form: Proof of Notice PBGC29f

5. Notice by Personal Delivery

You may use this method if you can hand documents directly to the person entitled to notice. This cannot be used for the Subject Person and their spouse or parent.

If you give notice by personal delivery, you must hand the following to the other party at least 14 days before the date of the hearing:

- Notice of Hearing
- A copy of the documents you filed in the case.

You must then file the Proof of Notice form before the hearing or present it at the hearing.

You will need the following form in this packet:

☐ Form: Proof of Notice PBGC29f

6. Service by Alternative Means or Publication

Use this service method if you know where the person lives but they are avoiding personal service, or you have tried to find the person you must personally serve but were unsuccessful.

Before the hearing, you must file a motion and affidavit where you show the court that you made reasonably diligent efforts to serve the other party. The Court may need to reset your hearing to allow time for this alternative method.

You will need the following documents in this packet:

- ☐ Procedures: How to serve by Publication PB25p
- ☐ Form: Motion to Serve by Alternative Means or Publication and Affidavit. . PB28f

7. Notice by Publication

Notice by publication is used when you do not know or cannot find the address or identity of the interested person. You must take the Notice of Hearing to a newspaper of general circulation in Maricopa County and request the Notice of Hearing be published three times before the hearing.

The first publication must be at least 14 days before date and time of the hearing.

You will need to explain why you chose this method, so you should file this Declaration Supporting Publication before the Initial Hearing:

- ☐ Procedures: How to serve by Publication PB25p
- ☐ Form: Declaration Supporting Publication PB25f