

## Procedures: How to serve court papers by signature confirmation restricted delivery mail

### Requirements:

- Mail the court papers to the other party as “Certified Mail Restricted Delivery” at the post office, Or

Mail the court papers to the other party as “Restricted Delivery with Signature Confirmation Receipt” at a nationwide delivery service and pay the courier fees.

- The other party must personally sign for the receipt of the court documents. (Only the other party can sign for the court documents and no one else.)

Step 1: Go to the post office and mail the court documents as “Certified Mail Restricted Delivery” or “Restricted Delivery with Signature Confirmation Receipt.”

- Keep the receipt as proof of payment. This will be filed with the court.
- Monitor the status of your delivery to confirm when it is delivered.
  - If you mailed using “Certified Mail Restricted Delivery,” you will receive a green signature confirmation card 3 – 5 business days after delivery. You may also get a copy of the green signature confirmation card by using the website and tracking number on the post office receipt.
  - If you mailed using “Restricted Delivery with Signature Confirmation Receipt,” you may get the delivery confirmation signature from their website using the tracking number on the receipt.

Step 2: After you get the signature confirmation:

- Complete the Affidavit of Service with Signature Confirmation form and attach the following:
  - The receipt from paying the courier fees, AND
  - If you used the post office, then attach the green signature confirmation card; OR
  - If you used another delivery service, then attach the signature card/paper.
- Make a copy of all the above documents for your record.

Step 3: File the original Affidavit of Service with Signature Confirmation and the attached documents. You can file with the Clerk of Superior Court at any of these Superior Court locations:

Central Court Building  
201 West Jefferson, 1<sup>st</sup> floor  
Phoenix, Arizona 85003

Southeast Court Complex  
222 East Javelina Avenue, 1<sup>st</sup> floor  
Mesa, Arizona 85210

Northwest Court Complex  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

Northeast Court Complex  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

Step 4:

Timeline for filing a Response:

- Time starts on the day that you file the Affidavit of Service with Signature Confirmation form.
- If the other party was served in Arizona, then they have 20 days to file a Response.
- If the other party was served in another state, then they have 30 days to file a Response.

In counting the days, include weekends and holidays. The last day you count must be a day when the Court is open for business. If the last day for the other party to respond falls on a Saturday, Sunday, or legal holiday, you do not count that day.

Next: See the Law Library Resource Center website for next steps. Different procedures apply depending on whether the other party files a Response.

Do not bring children to court.