

Simplified Modification Notice to the Person Filing

Before your Petition can be processed, it is your responsibility to provide proof of service to the Family Department, that the other party received a copy of your petition and papers.

If you use a process server or the Sheriff's Office they will file the AFFIDAVIT OF SERVICE at the Clerk of Superior Court Filing Counter and provide you with a date-stamped copy.

If the other party signs the ACCEPTANCE of SERVICE or if you serve the other party by U.S. Mail or commercial delivery service (such as FedEx, DHL, etc), you must file at the Clerk of Superior Court Filing Counter the:

- "Acceptance of Service," or
 - "Affidavit of Service with Signature Confirmation" *along with* a copy or printout of the other party's signature acknowledging receipt of delivery, or if by Certified Mail, the green return-receipt card.
- If the other party is NOT served with a copy of the Petition to Modify Child Support within 120 days, the Court will send a *Notice of Dismissal*.
- If no proof of service is received by the Court, the request will be dismissed without further notice 180 days after filing.
- If a hearing is requested, you will be notified by mail.