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## Law Library Resource Center

### **INSTRUCTIONS: HOW TO FILL OUT THE “MOTION and ORDER TO SERVE BY ALTERNATIVE SERVICE or PUBLICATION”**

**USE THIS FORM ONLY** If you have made numerous attempts to serve the other party, and have been unsuccessful.

- Step 1:** Type or print clearly **using black ink only**.
- Step 2:** In the top left corner of the first page fill out the following: Your name; Address; City; State and Zip Code; Telephone Number; and your ATLAS Number (If applicable).
- Step 3:** Fill in the names of the Petitioner/Party A and Respondent/Party B as they appear on your original paperwork. Also fill in your case number where it says “Case No.” Your case number stays the same any time you file any papers in your case.
- Step 4:** On the right side of the page, show which method of service you request by marking either the “Alternative Service” box or the “Publication” box. Also, mark the box that states whether you are Party A or Party B on the first line in the body of the motion.
- Step 5:** **If** you request “Alternative Service”, mark the box to the left of this method, and write on the line,  
**If** you request “Publication”, mark the box to the left of the word.

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**Step 6:**                   **Affidavit #1.** Mark the appropriate box(es) to show the Court all the ways you tried to serve the other Party. If you tried to serve the other side by another way than personal service, mail, or national courier service with signature confirmation, mark the “Other” box, and write on the lines provided, the additional way(s) you tried to serve the other party.

**Step 7:**                   **Affidavit #2.** Mark the appropriate box(es) to show the Court all the results you encountered when you tried to serve the other Party. Use the lines provided to further describe what happened when you tried to serve the other party.

**Step 8:**                   **Affidavit #3.** Mark the box or boxes that best describe the reasons you think you must ask the Court for a different way to serve the other party. If you mark the “Other” box       , use the lines to describe the method of service you propose for the Court to authorize.

**Step 9:**                   **Affidavit #4.** Summarize your request to the court:  
**If** you request “Alternative Service”, mark the box to the left of this method, and write on the line,  
**If** you request “Publication”, mark the box to the left of the word

**Step 10:**               **Order:** Repeat steps 1 – 5 above on the ***“Order for Service by Alternative Means or Publication”***.