

PROCEDURES: WHAT TO DO WITH THE “MOTION and ORDER TO SERVE BY ALTERNATIVE SERVICE or PUBLICATION” NOW THAT YOU HAVE FILLED IT OUT.

If you have completed the *“Motion and Order to Serve by Alternative Service or Publication,”* here are the steps you need to take:

STEP 1: COPIES AND ENVELOPES.

Make **2 copies** of the *“Motion to Serve by Alternative Service or Publication.”* Make **1 copy** of the *“Order to Serve by Alternative Service or Publication.”* Address one envelope to you with proper postage.

STEP 2: FILE THE ORIGINAL “Motion to Serve by Alternative Service or Publication” with the Clerk of Superior Court and ask to have the copies of the Motion stamped. These are called conformed copies and are proof that the original was filed.

STEP 3: PROCESSING YOUR MOTION. Give the following documents to Family Department Administration and tell them it is for the Judge assigned to your case, or put the documents in the Judge’s box, or mail the documents to the Judge.

- the original *“Order to Serve by Alternative Service or Publication”* and 1 copy,
- Two copies of the *“Motion to Serve by Alternative Service or Publication.”*
- ***One self-addressed stamped envelope.***

STEP 4: KEEP ONE COPY of the *“Motion to Serve by Alternative Service or Publication”* for your records.

STEP 5: WAIT TO RECEIVE A NOTICE FROM THE COURT.

Once you have delivered your motion and order, the judge will either sign the original Order and send to you a conformed copy or send a Minute Entry telling you whether or not your motion has been granted. If the Judge does not grant your motion, you may want to see a lawyer for help.

**DO NOT COPY OR FILE
THIS DOCUMENT**