

Procedures: How to serve court papers by registered process server

Requirements:

- You must find a registered process server in the area where the other party is to be served and pay for the service yourself. You may find a process server under the business section of a phonebook or online.
- You must provide the registered process server with a copy of the filed court papers and any other information they need to find and identify the other party.

Step 1: Call the registered process server's office to determine the cost of the service and to provide them with any additional information they need to identify the other party.

Step 2: Follow the instructions from the process server and be sure to provide them with:

- Copy of Summons (if your case has a summons)
- The amount you need to pay for this service. (You can call ahead of time to ask the process server what type of payment they require.)
- Other party's set of copies of the court papers.
- You may also need to provide the process server with:
 - A picture or a written physical description of the other party.
 - A written description of the automobile that the other party drives.
 - The address where the other party can be served.

Step 3: The process server will mail you a copy of the "Affidavit of Service" after he/she serves the other party with the papers.

Important: If the process server does not file an Affidavit of Service with the Clerk of Superior Court, you must get the Affidavit of Service from the process server and file it.

Step 4 :

Timeline for filing a Response:

- Time starts on the day that you file the Affidavit of Service 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.