

Procedures: How to serve court papers by sheriff

Requirements:

- You must contact the Sheriff's Office in the county where the other party lives.
- You must give the Sheriff's Office a copy of the filed court papers that are to be delivered to the other party.
- If the court did not grant a fee deferral or waiver, you must provide a deposit for the Sheriff's fee.

Step 1: Contact the Sheriff's Office in the county where the other party lives.

- If the other party lives in Maricopa County:
 - Bring a copy of your court papers to:

Maricopa County Sheriff's Office, Civil Unit
201 West Jefferson Street, 2nd Floor West Court Building
Phoenix, Arizona 85003
602-876-1840

Or

Maricopa County Sheriff's Office, Northeast
18380 North 40th Street
Phoenix, Arizona 85032
602-372-7867

(You must deliver your court papers in person. Call for office hours.)

- Fill out the form at the end of these procedures and provide it with your documents.
- If you did not request that the Sheriff's service fee be waived or deferred at the time you filed your papers, you will need to pay the required fee (cash or money order).
- If you did request that the Sheriff's service fee to be waived or deferred, and it was granted, then bring with you the copy of the certified Order Regarding Deferral or Waiver of Court Fees and Costs and Notice Regarding Consent Judgment.
- If the other party lives outside of Maricopa County, fill out the form at the end of these procedures identifying the other party and provide:
 - Other party's set of copies of the court papers.
 - A picture or written physical description of the other party.
 - A written description of the automobile the other party drives.
 - The address where other party can be served.

- Certified Order Waiving/Deferring Fees (if applicable) (this order may or may not be honored by the outside jurisdiction depending on local laws), or
- The amount required by that Sheriff's office for the deposit fee.

Step 2: File the Affidavit of Service with the Clerk of Superior Court.

- The Sheriff may file the Affidavit of Service with the court, or they may send the Affidavit of Service back to you.
- If the Sheriff sends the Affidavit of Service to you, you must file it with the Clerk of Superior Court at one of the following locations.

Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Southeast Court Complex
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

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

Northeast Court Complex
18380 North 40th Street
Phoenix, Arizona 85032

Step 3:

Timeline for filing a Response:

- Time starts on the day that you or the Sheriff files 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.

 (YOUR NAME)

 (ADDRESS)

 (CITY/STATE/ZIP)

 (TELEPHONE NUMBER)

 (DATE)

 County Sheriff
 (COUNTY NAME)

 (ADDRESS)

 COURT CASE NO. _____
 (CITY/STATE/ZIP)

REGARDING: (NAME OF PERSON TO BE SERVED) _____

I enclose a copy of the following documents: (LIST ALL DOCUMENTS YOU WANT TO BE SERVED)

Please serve these papers on the other party. His or her current address and physical description are:

 (OTHER PARTY'S NAME)

 (HOME ADDRESS) _____ (WORK ADDRESS)

 (HOME CITY/STATE/ZIP) _____ (WORK CITY, STATE, ADDRESS)

SEX	RACE	BIRTH	HGT.	WGT.	EYES	HAIR	SSN

Please return a notarized **“Affidavit of Service”** to my address at your earliest convenience. The court requires that each document served be named in the **“Affidavit of Service.”**

- I also enclose a deposit of \$200. I understand there is a \$16.00 service fee, a travel fee of \$2.40 per mile (one way), for each attempt at service, and a \$8.00 notary fee. I understand that the difference between my deposit and the fees accrued for service will be billed, or returned, to me. **OR,**
- I also enclose a certified copy of the **“Order for Waiver/Deferral of Fees for Service of Process.”**

Thank you for your cooperation in this matter.

 (YOUR SIGNATURE)

Enclosures