

## 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 the other party receives papers from the process server.
- 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.