

Procedures: How to serve legal papers by sheriff in matters of guardianship, conservatorship, informal probate of estates, and the sale of real property

Before Step 1, you must have FILED the court papers.

STEP 1 Arranging for service by Sheriff (in Maricopa County):

- Take your court papers to one of the Sheriff's Department Civil Process Units. These are the only locations of the Civil Process Unit, so even if you file your case at the Mesa or Surprise location, you must go to one of the following locations if you want to use the Sheriff's Department to serve the papers. The locations are:

Maricopa County Sheriff's Office, Civil Unit
111 South Third Avenue, 2nd Floor
West Court Building
Phoenix, Arizona 85003
602-876-1840

(This building does not have a public entrance. Enter at 201 W. Jefferson St. and proceed to the West Court Building.)

Northeast Court Facility
40th Street & Union Hills in North Phoenix
18380 North 40th Street
Phoenix, Arizona 85032
(Tuesday through Friday only)

- Just as there are fees for filing papers with the court, there are also fees for service of those papers by the Sheriff's Department. You may apply for a DEFERRAL OR WAIVER of those fees at the time you file your papers with the Clerk of Superior Court.

STEP 2 DOCUMENTS NEEDED FOR SERVICE:

- Complete the attached sheet for identifying the other person (Page 2) and bring it with you to the Sheriff's Office. The Maricopa County Sheriff's Office has its *own* form, but having the attached page already filled out may assist you in filling out the Sheriff's form.
- Bring with you:
 - 1) A set of copies of the court papers for the person being served.
 - 2) A picture or a written physical description of the person being served.
 - 3) A written description of the automobile the other person drives.
 - 4) The address where the other person can be served.
 - 5) A Certified Order Waiving/Deferring Fees or a \$200.00 deposit payable by cash or money order. Costs and mileage fees will be deducted *and the balance will be returned to you.**

STEP 3 AFTER SERVICE IS GIVEN:

- The Sheriff will mail you a copy of the AFFIDAVIT OF SERVICE after he or she serves the other person with the papers.
- The Sheriff may also file these papers instead of sending them back to you.
- If the Sheriff sends you TWO, it is probably intended that you file the Affidavit, but either way, make sure that an AFFIDAVIT gets filed.
- Bring a copy of the AFFIDAVIT OF SERVICE with you to the court hearing.

*As of June 8, 2012, costs are \$16.00 service fee, \$8.00 processing fee, and \$2.40 per mile travel fee, one-way (measured from downtown Phoenix) for each separate attempt at service.

 (YOUR NAME)

 (ADDRESS)

 (CITY/STATE/ZIP CODE)

 (TELEPHONE NUMBER)

 (NAME OF COUNTY) County Sheriff

 (ADDRESS)

 (CITY/STATE/ZIP)

NAME OF PERSON TO BE SERVED: _____

COURT CASE NUMBER: _____

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

1. _____
2. _____
3. _____
4. _____
5. _____

Please serve these papers on person named above. Current address and physical description are:

 (HOME ADDRESS) (WORK ADDRESS)

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

SEX	RACE	BIRTH	HGT.	WGT.	EYES	HAIR	SSN

Please return a notarized Affidavit of Service to my address at your earliest convenience. Maricopa County Superior Court requires that each document served be named in the Affidavit of Service.

I enclose a deposit for \$200.00. I understand there is a \$16.00 service fee, \$2.40 per mile, one way, for each attempt at service travel fee, and an \$8.00 documentation fee. I understand the difference between my deposit and the fees accrued for service will be billed or returned to me.
 OR,

I 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