PROCEDURES: HOW TO SERVE COURT PAPERS BY SHERIFF

STEP 1:   **GO.**   Contact the Sheriff's Office in the county where the other party lives. Bring your court papers with you, **or** send a copy of the court papers to the Sheriff's Office if the other party does **not** live in the same county as you do. In Maricopa County the Sheriffs Office Civil Process Unit is located at:

> 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. Please enter at 201 W. Jefferson and proceed to the West Court Building)**

Notice: There is a filing fee for all Petitions and Responses and there are fees for service of court papers. You may request a waiver or deferral of the filing fees (and the Sheriff's service fees if you intend to use the Sheriff's Office for service) at the time you file your papers with the Clerk of the Court.

STEP 2:   **WRITE.**   **If** you are asking that the papers be served by a Sheriff's Department *other than* Maricopa County's, fill out the attached sheet for 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,"* or a $200.00 deposit fee - cash/money order.

STEP 3:   **WAIT.**   The Sheriff may mail you a copy of the *"Affidavit of Service"* after the other party is served with the papers, **or** the Sheriff may file these papers instead of sending them back to you.

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_____
(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 an $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