

















**STEP 3: WAIT:**

It may take the Sheriff or Constable two to three weeks to serve the other parent.

The Sheriff or Constable will mail you a copy of a completed Return of Service form proving that the other parent was served. The Sheriff or Constable will also return the original Summons to you. You must then file the Affidavit of Service and the original Summons with the clerk of the court. (In Pima County, the Sheriff or Constable may file these documents instead of sending them back to you.)

Be sure to remember the date the other parent was served by the Sheriff or Constable, as indicated on the Return of Service form. This date is the day of service, and the other parent has 20 days if served inside the state of Arizona, or 30 days if served outside the state, to respond to your Petition.

## **ARIZONA SHERIFF'S CIVIL PROCESS UNITS**

Apache County Sheriff's Department  
Civil Process  
P. O. Box 518  
St. John's, AZ 85936  
(520) 337-4321

Cochise County Sheriff's Department  
Civil Process  
P. O. Drawer F  
Bisbee, AZ 85603  
(520) 432-9513

Coconino County Sheriff's Department  
Civil Process  
P. O. Box 39  
Flagstaff, AZ 86002  
(520) 774-4523

Gila County Sheriff's Department  
Civil Process  
P. O. Box 311  
Globe, AZ 85502  
(520) 425-4449

Graham County Sheriff's Department  
Civil Process  
523 S. 10th Ave.  
Safford, AZ 85546  
(520) 428-3141

Greenlee County Sheriff's Department  
Civil Process  
P. O. Box 998  
Clifton, AZ 85533  
(520) 865-4149

La Paz County Sheriff's Department  
Civil Process  
P. O. Box BF  
Parker, AZ 85344  
(520) 669-6141

Mohave County Sheriff's Department  
Civil Process  
301 W. Beale  
Kingman, AZ 86401  
(520) 753-0756

Maricopa County Sheriff's Department  
Civil Process  
102 W. Madison  
Phoenix, AZ 85003  
(602) 256-1011

Navajo County Sheriff's Department  
Civil Process  
P. O. Box 668  
Holbrook, AZ 86025  
(520) 524-3969

Pima County Sheriff's Department  
Civil Process  
32 N. Stone, 16th Floor  
Tucson, AZ 85701  
(520) 351-6000

Pinal County Sheriff's Department  
Civil Process  
P. O. Box 867  
Florence, AZ 85232  
(520) 868-5822

Santa Cruz County Sheriff's department  
Civil Process  
P. O. Box 1150  
Nogales, AZ 85628  
(520) 287-4643

Yavapai County Sheriff's Department  
Civil Process  
255 E. Gurley  
Prescott, AZ 86301

Yuma County Sheriff's Department  
Civil Process  
141 3rd. Ave.  
Yuma, AZ 85364

\_\_\_\_\_  
 (YOUR NAME)  
 \_\_\_\_\_  
 (ADDRESS)  
 \_\_\_\_\_  
 (CITY/STATE/ZIP)  
 \_\_\_\_\_  
 (TELEPHONE NUMBER)  
 \_\_\_\_\_  
 (DATE)

\_\_\_\_\_ County Sheriff/Constable  
 (COUNTY)

\_\_\_\_\_  
 (ADDRESS)  
 \_\_\_\_\_  
 (CITY/STATE/ZIP)

**REQUEST FOR  
 SERVICE BY SHERIFF  
 OR CONSTABLE**

Dear Sheriff/Constable:

I enclose an original Summons and a copy of each document listed below, for case No. \_\_\_\_\_.

1. Summons
2. Petition for Paternity
3. Affidavit Re: Minor Child(ren)
4. Order to Complete Course in Domestic Relations Education on Children's Issues
5. Others (list)

Please serve these papers on the Respondent. His/Her current address and physical description are:

\_\_\_\_\_  
 (RESPONDENT'S NAME)  
 \_\_\_\_\_  
 (HOME ADDRESS) (WORK ADDRESS)  
 \_\_\_\_\_  
 (HOME CITY/STATE/ZIP) (WORK CITY/STATE, ZIP)

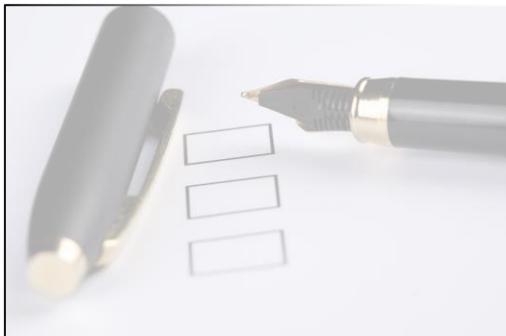
SEX	RACE	BIRTH	HGT.	WGT.	EYES	HAIR	SSN

Please return a notarized Affidavit of Service and the original Summons to my address at your earliest convenience.  
 I also enclose a deposit of \$ \_\_\_\_\_ **OR**,  
 I also enclose a certified copy of the Order for Deferral/Waiver of fees for Service of Process.

Thank you for your cooperation in this matter.

Sincerely,

\_\_\_\_\_  
 (YOUR SIGNATURE)



## Instructions for Service of Petition – Service by Private Process Server



**Private process servers charge a fee. Unlike the fees for filing Petitions and for service by a Sheriff or Constable, private process server fees cannot be deferred or waived.** See Packet #12, *Waiver and Deferral of Costs and Fees* for more information.

### **STEP 1: FIND A PRIVATE PROCESS SERVER:**

You can find one in the Yellow Pages under “Process Servers,” or you can use an Internet search.

### **STEP 2: GO TO THE PRIVATE PROCESS SERVER:**

TAKE WITH YOU THE FOLLOWING:

- Original Summons
- A copy of the Petition and the other papers for the process server to give to the other parent
- A photograph and/or written physical description of the other parent
- A photograph and/or written description of the automobile the other parent drives
- Addresses (home and work) where the other parent can be served
- The money you need to pay for the service fees.

(You can call ahead of time to ask the cost and preferred method of payment).

### **STEP 3: WAIT:**

Wait for the Process Server to mail you a copy of the completed Affidavit of Service. Make yourself a copy of this Affidavit. The Process Server will also return the original Summons to you. You must then file the original Affidavit of Service and the original Summons with the clerk of the court. (The Process Server may file these papers instead of sending them back to you.)



Be sure to remember the day the other parent was served by the Process Server, as indicated on the Affidavit of Service. This day is the date of service, and the other parent has 20 days from this day if served inside the state of Arizona, or 30 days if served outside the state, to respond to your Petition.



## Instructions for Service of Petition—Acceptance of Service

### STEP 1: COMPLETE THE BLANKS AT THE *TOP* OF THE ACCEPTANCE OF SERVICE

#### FORM:

- Fill in your name, street address, City, State, ZIP code, and telephone number (*unless you requested a Protected Address in your Petition*).
- In the spaces that say “Petitioner,” fill in your name.
- In the spaces that say “Respondent,” fill in the other parent’s name.

### STEP 2: ASK THE OTHER PARENT TO ACCEPT SERVICE:

#### (A) IF THE OTHER PARENT GOES WITH YOU TO THE CLERK OF COURT TO FILE YOUR PETITION AND OTHER DOCUMENTS:

The other parent must sign the Acceptance of Service form (provided below) in front of the clerk. The clerk will then notarize the other parent’s signature for free. Notaries require **valid picture ID’s** of the person whose signature they are verifying, so the other parent must bring his or her driver’s license, passport, or other form of photo identification.

#### OR

#### (B) IF THE OTHER PARENT WILL NOT OR CANNOT GO WITH YOU TO FILE THE PETITION:

- Agree on a day and time to meet with the other parent in front of a notary public. Most banks have notaries on staff, and your own bank may notarize documents for free. You can also find notaries under “Notaries Public” in the Yellow Pages, or by doing an Internet search.
- Give the other parent his or her set of copies of the papers you filed. Have the original Summons with you in case the other parent wants you to prove you have it.
- The other parent must sign the Acceptance of Service form (provided below) in front of the notary. Notaries require **valid picture ID’s** of the person whose signature they

are verifying, so the other parent must bring his or her driver's license, passport, or other form of photo identification.

**OR**

**(C) IF YOU CANNOT BE WITH THE OTHER PARENT IN PERSON AND HAVE THE ACCEPTANCE OF SERVICE FORM SIGNED:**

- Send copies of all of the documents (including a **copy** of the Summons) and the original Acceptance of Service form to the other parent with an explanation of the process. You may use the model cover letter included below. Indicate all included documents and list any not already listed.
- The other parent must sign the Acceptance of Service form in front of a notary public and send it back to you. The Acceptance of Service form must include the date it was signed. Notaries require **valid picture ID's** of the person whose signature they are verifying, so the other parent must bring his or her driver's license, passport, or other form of photo identification.



You may need to remind the other parent to send back the Acceptance of Service form. If the other parent still does not send it back (signed and notarized!), you will have to serve the other parent using another method.

**STEP 3: FILE THE ACCEPTANCE OF SERVICE FORM:**

File with the clerk of the court the original Summons and the original Acceptance of Service form (signed by the other parent and notarized). The day the other parent signed and had notarized the Acceptance of Service form is the date of service. The other parent has 20 days after that day if the form was signed inside the state of Arizona, or 30 days if it was signed outside the state, to respond to your Petition.

**When signing the Acceptance of Service form, the other parent (“Respondent”) verifies UNDER OATH** that each statement in numbers 1 through 4 is true.

\_\_\_\_\_  
(YOUR NAME)  
\_\_\_\_\_  
(ADDRESS)  
\_\_\_\_\_  
(CITY/STATE/ZIP)  
\_\_\_\_\_  
(TELEPHONE NUMBER)  
\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(OTHER PARTY'S NAME)  
\_\_\_\_\_  
(ADDRESS)  
\_\_\_\_\_  
(CITY/STATE/ZIP)

**ACCEPTANCE OF  
SERVICE COVER  
LETTER**

**Re: Acceptance of Petition for** \_\_\_\_\_

Dear \_\_\_\_\_  
(OTHER PARTY'S NAME)

I have filed a Petition for \_\_\_\_\_ Enclosed is a copy of the following papers for you:

- 1. Summons
- 2. Petition for Paternity
- 3. Affidavit Re: Minor Child(ren)
- 4. Order to Complete Course in Domestic Relations Education on Children's Issues
- 5. Others (list)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have also enclosed an Acceptance of Service, which I would like you to sign in front of a Notary Public and return to me in the self-addressed stamped envelope, in order to save me the cost of service of process.

By signing the Acceptance, you still have the right to contest the terms of the Petition, but you must file a written Response with the court. You must do so within 20 days of signing the Acceptance if you sign in the State of Arizona, or within 30 days of signing the Acceptance if you sign outside the State of Arizona.

Sincerely,

\_\_\_\_\_  
(YOUR SIGNATURE)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Representing Self, Without a Lawyer

**ARIZONA SUPERIOR COURT, PIMA COUNTY**

Case No. \_\_\_\_\_

\_\_\_\_\_  
Petitioner

and

**ACCEPTANCE OF SERVICE**

\_\_\_\_\_  
Respondent

**THE RESPONDENT IN THIS ACTION MAKES THESE STATEMENTS UNDER OATH:**

- 1. I acknowledge that I have voluntarily accepted a copy of these legal papers: Summons, Petition for Paternity, and other documents (if applicable, list them here):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I waive formal service of process (personal service), and understand by accepting these papers it is the same as if I were personally served under Arizona law [Arizona Rules of Family Law Procedure, Rule 40(f)].

- 2. I am aware that accepting service of these court papers and signing this document does not reduce my rights or obligation to file a written Response to this action. I understand that if I do not agree with any relief asked by Petitioner, I must respond within 20 days if I accepted service in Arizona, or 30 days if I was served elsewhere, counting from the day after I signed this form.
- 3. I understand that if I do not appear in and defend this action in court, within the time allowed by law, that I may lose my right to be heard in this case. I understand that failure to respond or appear could result in the court granting the Petitioner any legally available remedies requested in his or her Petition, through a Default Judgment.
- 4. I am not in the military forces of the United States of America in any capacity, OR I waive the protection of the Servicemembers Civil Relief Act.

\_\_\_\_\_  
Respondent

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



## Instructions for Service of Petition—Service By Mail

### **STEP 1: GO TO THE POST OFFICE:**

Tell the Post Office clerk you would like to mail the papers to the other parent as follows:

- Restricted Delivery (**Deliver to Addressee Only**) AND
- Return Receipt Requested

### **STEP 2: WAIT:**

Wait for the green receipt to be returned in the mail with the other parent's signature. Be sure to remember the date the other parent received and signed for the papers (NOT the date you received the green receipt). The day the other parent received and signed for the papers is the date of service, and the other parent has 20 days from that day if served inside the state of Arizona, or 30 days if served outside the state, to respond to your Petition.

### **STEP 3: PREPARE THE DOCUMENTS FOR THE COURT:**

- Complete the Affidavit of Service by Mail (included below)
- Attach the original green receipt to the Affidavit to prove method of service
- Keep a copy of the Affidavit of Service by Mail and attached green receipt

### **STEP 4: FILE THE AFFIDAVIT OF SERVICE BY MAIL:**

Give the clerk the:

- Original Summons
- Original Affidavit of Service by Mail (with attached green receipt)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Representing Self, Without a Lawyer

## ARIZONA SUPERIOR COURT, PIMA COUNTY

\_\_\_\_\_  
Petitioner

Case No. \_\_\_\_\_

and

### AFFIDAVIT OF SERVICE BY MAIL

\_\_\_\_\_  
Respondent

STATE OF ARIZONA )  
                                  )ss.  
County of Pima      )

1. I am the Petitioner in this case. I am familiar with the facts stated in this Affidavit and I make this Affidavit to show that I have served the court papers on the Respondent by mail, restricted delivery, postage prepaid, return receipt requested, pursuant to Arizona Rules of Family Law Procedure, Rule 41(c)(2) or 42(c).

Person served (Name of Respondent):

\_\_\_\_\_

Address where Respondent was served:

\_\_\_\_\_

Date of receipt by the Respondent: \_\_\_\_\_

Date of return of receipt to Sender: \_\_\_\_\_

2. The Summons, Petition for Paternity, and (list other documents sent, if applicable)

\_\_\_\_\_

were sent by mail to the Respondent. These papers were received by the Respondent as shown by the original receipt attached to this Affidavit on the following page.

\_\_\_\_\_  
Petitioner

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_

**STAPLE OR TAPE ORIGINAL OF  
POST OFFICE GREEN RECEIPT HERE  
WITH SIGNATURE SIDE UP**

