

How to Serve the Other Party

If you don't file together (*jointly*), you must formally notify the other party about the case.

There are 3 ways to serve:

① Waiver of Service (*easiest*)



The other party agrees to accept the court papers.

Follow these steps:

1. Give the other spouse the:
 - Case Information Sheet*,
 - Petition*,
 - Summons*, and
 - A blank *Waiver and Acceptance of Service*.
2. Ask the other spouse to sign and date the *Waiver*.



File the signed *Waiver* online or at the Clerk's Office.

② Personal Service



If the other spouse does **not** want to accept the court papers, you must have them personally "served."

Follow these steps:

1. Find a process server, ask:
 - The Sheriff,
 - A professional process server,Or
 - An adult (over 18) who is *not* involved in this case and knows how to serve.

2. Give the process server an address where the Respondent can be found.
3. Give the process server copies of these papers:
 - Petition*,
 - Case Information Sheet*, and
 - Summons*.
 - A blank *Return of Service*.
4. The process server gives copies of these papers to the Respondent.

Note: You can't be the one to hand the paperwork to the Respondent.
5. The process server will fill out and sign the *Return of Service*.
6. File the Return of Service with the Court.

③ Service by Publication



You can only use these methods if:

- You do not know where the Respondent is located.
- You have tried several ways to locate the Respondent.
- File forms JDF 1301 and 1302.

You must make every attempt to serve the other party before requesting this process.

See *JDF 1300 - Instructions* for more information.