

How to Request Another Type of Service

① Before you File

- You must try to find the other party before making this request.

Try these:



- Try personal service to their last known home and work address. Use a private process server or the local sheriff's office.
- Do an internet search.
- Talk to their friends, family, or people they work with.

Note

You must list all your attempts to find and serve the party in your request to the court.

② Service Options

If your request is approved, the court will let you serve the party in one of three ways:

Publication

- You must publish a notice in a newspaper every week for 5 weeks.
- You are responsible for publishing costs.

Certified Mail



- Completed by the clerk.
- You are responsible for costs.

Consolidated Notice

- The Clerk publishes a notice on the court's website and in the newspaper.
- You are responsible for publishing costs.

Note

These alternate service options may stop the Court from deciding:

- Division of Property
- Lawyer's fees
- Spousal or Child Support

③ Forms

Complete and File:



- JDF 1301 - Motion for Alternate Service.
- JDF 1302 - Order About Alternate Service.

④ Affidavit of Publication

After the notice is published, the newspaper will send you an affidavit.



File the affidavit with the clerk.

Note

Check with your court on local procedures.