

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:
 - ☐ *Petition*,
 - ☐ *Summons*, and
 - ☐ A blank *Waiver of Service*.
2. Ask the other spouse to sign and date the *Waiver*.



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

3. Give the process server copies of these papers:

- ☐ *Petition*,
- ☐ *Summons*, and
- ☐ 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.

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 Service by Publication



You can only use these methods if:

- ☐ You do not know where the Respondent is located.
- ☐ You tried to personally serve 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.