

SELF-SERVICE CENTER

HOW TO SERVE THE OTHER PARTY 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. The Sheriff's Office in Maricopa County has a "Civil Process" window to where you can go to arrange service at the following locations:

The Sheriff's Office - East of the Clerk's Office
201 West Jefferson Street
Central Court Building
Phoenix, Arizona 85003
(602) 876-1840

Southeast Court Facility in Mesa
222 East Javelina
Mesa, Arizona 85210

Northeast Court Facility at 40th Street & Union Hills in North
Phoenix
18380 North 40th Street
Phoenix, AZ

Notice: There are fees for service of court papers. If you intend to use the Sheriff's Office for service you may request a *deferral* (delayed payment) of the service fees at the time you file your papers with the Clerk of the Court. You may **not** defer the cost of service by a Registered "private" Process Server.

STEP 2: WRITE. Fill out the attached sheet for identifying the other party and bring:

- Other party's set of copies of the court papers (*Petition* and *Notice of Hearing*).
- A picture or a 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 will mail you a copy of the *Affidavit of Service* after he or she serves the other party with the papers. (The Sheriff may also file these papers instead of sending them back to you.)

STEP 4: GO. Go to your court hearing. Bring a copy of the *Petition*, *Notice of Hearing*, and *Affidavit of Service* from the Sheriff's Office.

Do not copy
or serve this paper
on the other party

