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:

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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.

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