

## INSTRUCTIONS FOR PROOF OF SERVICE



If only **1 person** signed the Petition, the other person is called a respondent. The respondent has to be given the papers through a process called service. **You cannot give them the papers yourself.**

This service can be done through the Sheriff's Office in the county they live whether that is in Colorado or another state.



You must provide to the Sheriff or Private Process Server copies of the following documents you have received from the court:

- Petition
- Summons
- Notice of Initial Status Conference
- Duty to Confer Order
- Domestic Relations Standard Case Management Order



Sheriff's Office or the Private Process Server will give you proof of service.



**You have to file this proof with the court.**

Note: Sometime the respondent might be willing to sign the Waiver of Service. This is the second page in the papers you were given. It must be notarized. The fee for the respondent is still applicable.