

# How to Serve the Other Party

If you don't file together, you must have the other party served.

## There are 3 ways to serve:

### ① Easiest Way



The other party agrees to accept the court papers.

Follow these steps:

1. Give the other spouse the:
  - Case Information Sheet, (JDF 1000)*
  - Petition, (JDF 1101)*
  - Summons, (JDF 1102)*
  - A blank *Waiver and Acceptance of Service, (JDF 1102(a))*.
2. Ask the other spouse to sign and date the *Waiver*



File the signed *Waiver* at the Court Clerk's office.

### 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. Give the process server copies of these papers:

- Petition*, and
- Summons*.

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 Proof of Service.
6. You must then file at the Court Clerk's office.

### ③ Service by Publication



You can only use these methods if:

- You do not know where the Respondent is located.
- You have tried several ways to locate 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 to Request Service by Publication* for more information.