

HOW TO SERVE COPIES OF PAPERWORK

	<i>Time Requirement</i>	<i>Personal Service?</i>	<i>Certified/Registered Mail?</i>	<i>First Class Mail?</i>
<i>Personal Protection Order</i>	None	Yes	Yes	No
<i>Motion to Modify/Terminate/Extend</i>	At least 7 days before hearing	No	Yes	No
<i>Motion to Enter</i>	At least 1 day before hearing if served through Personal Service; at least 2 days before if Petition is for a Sexual Assault PPO	Yes	Yes	No
<i>Petitioner's Motion to Show Cause</i>	At least 7 days before hearing	Yes	No	No
<i>Extended and/or Modified Personal Protection Order</i>	None	Yes	Okay, but not required.	Yes

Personal Service

- You may either pay a process server to serve the paperwork, or you may have someone you know personally serve the paperwork. **You cannot serve the Respondent yourself.**
- If you choose someone you know to serve the paperwork, they must be at least 18 years old and must have a valid I.D. since notarization of the Proof of Service form is required.
- The person serving the paperwork should fill out the Proof of Service form, checking “Affidavit of Process Server,” then “I served a copy of the personal protection order by:” then “personal service” on: Fill in name of person served, location of service, and day/date/time of service. That person then should sign in front of a notary and file the Proof of Service form with the court.

Certified/Registered Mail

- The delivery must be restricted to the Respondent.
- Once the mail is delivered, you will receive a green card (the “return receipt”) in the mail. You will want to double check that it has the Respondent’s signature on the return receipt.
- Make a copy of the return receipt for your own records. Attach the original return receipt to the Proof of Service form, then fill out and file the Proof of Service form with the court. It will be notarized at that time.
- Service by mail can be cheaper than hiring a process server; however, it can take longer for service to be completed (anywhere from a few days to a few weeks.)

First Class Mail

- **NOTE:** This is *only* allowed for Extended/Modified PPOs, unless granted by the court through Alternate Service.
- Place paperwork in sealed envelope with first class postage fully prepaid, addressed to the person to be served, and then place in U.S. mail
- Fill out a “Certificate of Mailing” and file with the Circuit Court Clerk’s Office after placing the paperwork in the mail; it can be found at the bottom of the “Order on Motion to Modify, Terminate, or Extend PPO.”

NOTE: If you have made many unsuccessful attempts to serve the other party in the ways allowed above, you may petition the court for a different way to serve by filling out a Motion for Alternate Service

- The paperwork is available from the PPO Office and from the Circuit Court Clerk’s Office
 - If getting paperwork from Clerk’s Office, make sure you ask for both the Motion and Verification for Alternate Service (MC303) and the Order Regarding Alternate Service (MC304).
- If the judge does permit alternate service, you will then need to have the other party served through the means specified on the Order Regarding Alternate Service.
- After service is complete, whoever served needs to fill out and file the Proof of Service form for the Order Regarding Alternative Service with the Circuit Court Clerk’s Office.