

How Do I Serve Notice of the Cause of Action to the Opposing Party? (Known as providing “Service”)

1. Personal Service (*Must try this first*)

- Any person who is not a party to the case and is at least 18 years old must hand deliver the papers to the opposing party.
- **You cannot deliver it yourself!**
- The person serving must fill out an Affidavit of Service (included in the forms packet). This is used as proof of service.

2. Mail Service (*Can only be used if Personal service fails*)

- You must mail your documents by certified mail with a return receipt (green card).
- The green card must be filed with the Court as proof of service.

3. Publication (*This is a last resort*)

- Let the Court know you need to provide service by publication.
- The Clerk of Court will give you the correct formatted “legal notice.”
- You must publish the “legal notice” in the:
 - Kalihwisaks; OR
 - Newspaper of general circulation in the area where the opposing party was last known to have resided.

IMPORTANT!

IF YOU ARE THE PETITIONER, YOU ARE RESPONSIBLE FOR SERVICE TO ALL OPPOSING OR INTERESTED PARTIES. THIS INCLUDES ALL DOCUMENTS: COMPLAINT, SUMMONS, BRIEFS, MOTIONS, EXHIBITS OR OTHER MATERIAL.

YOU ARE RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH PROVIDING SERVICE.