

PERSONAL SERVICE

THIS MUST BE ATTEMPTED BEFORE MAIL SERVICE AND SERVICE BY PUBLICATION

You **cannot** hand deliver the papers yourself to the opposing party. A person 18 or older and not a party to the case may deliver the papers.

Possible Options: The OPD or other law enforcement or process server in the area of the opposing party may be used to personally serve the other party.

An affidavit of service must be filed with the court as proof of service or proof of the attempt at service if service was not completed.

A DILIGENT EFFORT MUST BE MADE TO SERVE BY PERSONAL SERVICE

For example: If the whereabouts of the opposing party are unknown, document and file with the court what you have done to try to find the opposing party.

MAIL SERVICE

THIS MUST BE ATTEMPTED BEFORE SERVICE BY PUBLICATION

The paper being served must be mailed by certified mail, with return receipt.

The certified mail return receipt must be filed with the court as proof of service.

If the mail is returned, the receipt must be filed with the court as proof of the attempted mail service.

A DILIGENT EFFORT MUST BE MADE TO SERVE BY MAIL

SERVICE BY PUBLICATION

THIS CAN ONLY BE REQUESTED IF BOTH PERSONAL AND MAIL SERVICE ARE UNSUCCESSFUL

Proof of service or the attempt of both personal service and mail service must be filed with the request to serve by publication.

An explanation describing in detail what efforts were made to find and serve the other party must be included in the request to serve by publication.

The "Legal Notice" must be published 2 times within 30 days. The 2nd publishing must be done at least 10 days before the hearing.

Publication must be in the Kalihwisaks or newspaper of general circulation in the area of the party's last known address.

****SERVICE MUST BE COMPLETED WITHIN 30 DAYS OF FILING****