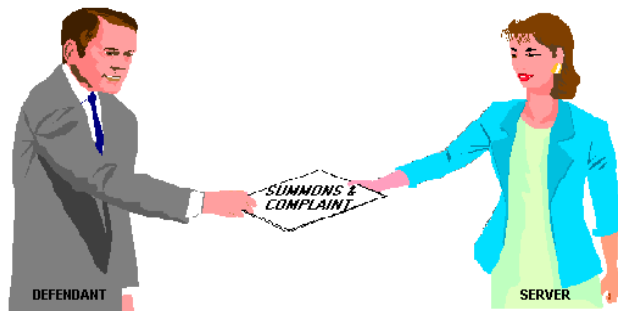


SERVING COURT PAPERS

OPTION #1: Service by Private Process

- (A) The court will give you a copy of your papers attached to a SUMMONS.
- (B) Give your papers and the SUMMONS to your server. (A person who is over 18 -- **NOT YOU**)
- (C) Your server must hand-deliver the papers to the Defendant or to a person of "suitable age and discretion" who lives with the Defendant.
- (D) Once the papers have been successfully delivered, your server must complete an AFFIDAVIT OF SERVICE. File it at the Central Intake Center.

Note: the papers must be served within 60 days! If they are not, the court will dismiss the case. Make sure that you return to the court before the 60 day period has expired to REQUEST ANOTHER SUMMONS.



OPTION #2: Service by Certified Mail, Return Receipt Requested:

- (A) The court will give you a copy of your papers attached to a SUMMONS.
- (B) Mail the papers to the Defendant by Certified Mail, Return Receipt Requested.
- (C) After the green card (return receipt) comes back with Defendant's signature or that of a person "of suitable age and discretion" who lives with the Defendant, you must complete an AFFIDAVIT OF SERVICE. File it with the **green card** at the Central Intake Center.

Note: the papers must be served within 60 days! If they are not, the court will dismiss the case. Make sure that you return to the court before the 60 day period has expired to REQUEST ANOTHER SUMMONS.

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Place your name and address on the envelope so that we can return the card to you. Attach this card to the back of the envelope, or on the front if space permits. <p>1. Addressee to:</p> <p>2. Addressee:</p> <p>(Number from service address)</p>	<p>A. Received by (Please Print Clearly)</p> <p>C. Signature</p> <p>D. Is delivery address different from item 1? If YES, enter delivery address below:</p> <p>E. Service type</p> <p>F. Restricted Delivery? (Check one)</p> <p>G. Registered Mail? (Check one)</p> <p>H. Insured? (Check one)</p> <p>I. Registered Delivery? (Check one)</p>	<p>M. Date of Delivery</p> <p>N. Signature</p> <p>O. Address</p> <p>P. Yes</p> <p>Q. No</p> <p>R. Express Mail</p> <p>S. Return Receipt for Merchandise</p> <p>T. C.O.D.</p> <p>U. Yes</p> <p>V. No</p>
PG Form 3811, March 2001	Domestic Return Receipt	832021-01-0000