

YAVAPAI COUNTY
Self Service Center

INSTRUCTIONS: Service of Petition and Proof of Service Filing

Use these instructions to serve the Petition on your parents and legal guardians and file proof of service with the court.

NOTE: Your parent(s) and legal guardian(s) have the right to receive a copy of your ***Petition for Emancipation***, and to object and challenge the information in it. It is your obligation to serve (or deliver) a filed copy of this petition, and to prove to the Court that they have properly received the petition. A ***failure to properly serve*** your parent(s) and legal guardian(s) may result in a delay of your request to be emancipated, or even give cause for the Court to deny it entirely.

Any delay in providing *Proof of Service* may result in further delays of your possible emancipation. It is highly recommended that you perform steps 1 and 2 below within one day after filing your *Petition for Emancipation*. Steps 4 and 5 should be completed one day after you receive the Return Receipt from step 3.

For each parent or guardian to be served:

1. When you file the forms in the ***Petition for Emancipation*** packet, the Clerk's Office will return copies for you to serve on each of your parent(s) and legal guardian(s) listed on your ***Petition for Emancipation***.

Individually mail a copy of the ***Petition for Emancipation*** and copies of the other applicable papers to each of the parent(s) and legal guardian(s) you listed on the ***Petition for Emancipation by Certified Mail "Return Receipt Requested" ONLY.***

- a. Address a separate envelope for each parent(s) and legal guardian(s) and put a copy of the Petition and other papers in each envelope.
- b. Take the envelopes to the post office and tell the postal clerk you would like to mail a letter as follows:
 - Certified Mail, **and**
 - Deliver to Addressee Only, **and**
 - Restricted Delivery, **and**
 - Return Receipt Requested, **and**
 - Fill out the receipt request
 - Pay the postage
 - Mail the envelope
2. Once delivered to the parent(s) and legal guardian(s), the Post Office will deliver the **Return Receipt** to you. ***DO NOT LOSE THIS RECEIPT.***
3. Complete a ***Proof of Service*** form *for each parent(s) and legal guardian(s)*. Fill in the information requested on the form, and use scotch tape to attach the **Return Receipt** the ***Proof of Service*** form in the space provided. **MAKE SURE YOU HAVE THE PROPER RETURN RECEIPT WITH THE PROPER *PROOF OF SERVICE* FORM.**
4. Take the completed ***Proof of Service*** forms to your Court Clerk's Office to be properly filed.