

YAVAPAI COUNTY
Self-Service Center

SERVICE OF COURT PAPERS

**WHEN YOU KNOW WHERE THE OTHER PARTY LIVES
WITHIN THE STATE OF ARIZONA, OR OUTSIDE
THE STATE OF ARIZONA**

CHECKLIST

USE THE FORMS AND INSTRUCTIONS in this packet only if the following factors apply to your situation:

- ✓ You have filed a Petition, or other court document that is required to be served, for some matter in court, and you want to serve the other party with the court papers **AND**
- ✓ One of the following applies:
 - ✓ The other party will accept service of the court papers by signing a document, **OR**
 - ✓ The other party will not sign for the court papers **AND** you know where the other party lives or works **OR** you can find out where the other party lives or works so he or she can be served with the court papers. **OR**
 - ✓ You do NOT know where the other party lives or works, **AND** you have tried to find out where the other party lives or works, **OR** the other party has intentionally evaded service **AND** you need to request to complete service by alternative means, including by publication.

IF THE PARTY LIVES WITHIN ARIZONA, BUT IS PHYSICALLY PRESENT OUTSIDE OF ARIZONA WHEN SERVED, THE RULES FOR SERVICE OUTSIDE ARIZONA APPLY.

IF THE PARTY LIVES OUTSIDE ARIZONA, BUT IS PHYSICALLY PRESENT IN ARIZONA WHEN SERVED, THE RULES FOR SERVICE IN ARIZONA APPLY.