

HOW TO SERVE COPIES OF FORMS

- **To serve the respondent in person:**
 - you may either pay a process server or sheriff or have a willing friend or relative do it for you. **You cannot serve the respondent yourself.**
 - If you can't pay the service fee for a process server, have a friend or relative do it. If you choose a friend or relative to serve the papers, they must be over 18 years old. Pick a friend who will not be a witness in the case.
 - **If a friend or relative serves the papers, proof of service must be notarized.**

PROCESS SERVERS (*check phonebook for other options*)

Ingham Co. Sheriff Dept Civil Division
517-699-5500

- Once the copies of the forms are delivered to the respondent, the person who did the serving must fill out the Proof of Service and return them to the circuit court clerk. **If a friend or relative served the forms, get the forms notarized.** If these copies come back to you instead, take them to the circuit court clerk as soon as possible.
- **To serve the respondent by registered mail**
 - The delivery must be **restricted** to the respondent, i.e., no one else can accept and sign for it.
 - Service by mail is cheaper than hiring a process server. It takes from several days to a week.
 - Once the mail has been delivered, you will receive a green card (the return receipt) in the mail. Make sure the respondent, and **ONLY** the respondent, signed the green card (no one else).
 - Make a copy of the return receipt. Attach the original return receipt to the proof of service form and fill out the form and return to the court.

IN THE EVENT YOU ARE UNABLE TO SERVE THE RESPONDENT AS INDICATED ABOVE:

- You may petition the Court for permission to serve by other methods.
- Ask the Circuit Court Clerk's Office for form **MC303 Motion for Verification for Alternate Service**, and form **MC304 Order for Alternate Service**.
 - Fill out form **MC303** and complete only the top portion (parties names and addresses) of **MC304**.
 - Keep in mind you must show there have already been unsuccessful attempts to serve the other party either personally or by registered or certified mail.
 - File both forms with the Circuit Court Clerk's Office and they will be sent to the Judge's office for approval or denial.
- If the Judge permits alternate service, you may only serve the other party in the manner the Judge has ordered on form **MC304**.
- After you complete service as ordered on form **MC304**, fill out and file a Proof of Service form with the Circuit Court Clerk's Office.

**the term respondent is referencing the service of the personal protection order, these instruction also apply for serving of general motions the term respondent can be substituted with non-moving party.*