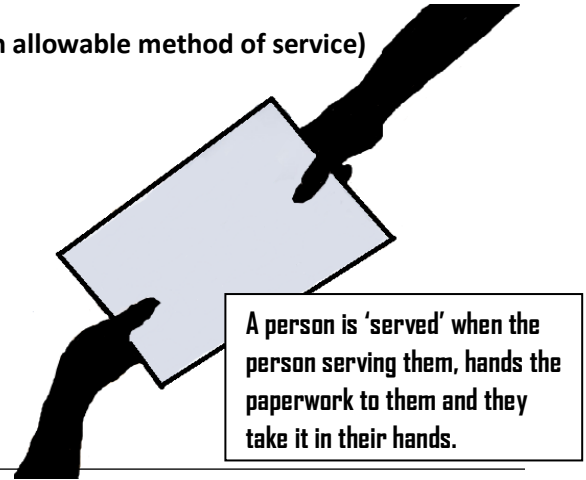


## SERVING PERSONAL PROTECTION ORDER PAPERWORK

	<i>Time Requirement</i>	<i>Personal Service?</i>	<i>Certified/Registered Mail?</i>	<i>First Class Mail?</i>
<b><i>Personal Protection Order</i></b>	None	Yes	Yes	No
<b><i>Amended/Extended PPO</i></b>	None	If original PPO served, then delivery to Respondent or member of their usual residence who is of suitable age & discretion. If original <b>NOT</b> served, then serve according to above row for "Personal Protection Order."	If original PPO served, then ok to serve this way. If original <b>NOT</b> served, then serve according to above row for "Personal Protection Order."	YES, to the address listed on Respondent's response
<b><i>Respondent's Motion to Modify or Terminate/Petitioner's Motion to Modify</i></b>	At least 7 days before hearing	No	Yes	No
<b><i>Motion to Enter</i></b>	1 day before hearing for domestic & stalking PPOs; 2 days before hearing for SA PPO	Yes	Yes	No
<b><i>Petitioner's Motion to Show Cause</i></b>	At least 7 days before hearing	Yes	No	No

**PERSONAL SERVICE (double check the chart above to ensure this is an allowable method of service)**

- You can either pay a process server to serve the paperwork, or you can have someone you know hand the paperwork directly to the other party. **You cannot personally serve the other party yourself.**
- Whoever serves the paperwork must be at least 18 years old.
- After handing the paperwork to the other person, the person serving the paperwork needs to then fill out the Proof of Service form. The completed Proof of Service form should be returned to the Circuit Court Clerk’s Office so it can be filed with the Court.



**CERTIFIED/REGISTERED MAIL (double check the chart above to ensure this is an allowable method of service)**



Look for the “green cards” to fill out at the post office to mail a letter this way. The person is ‘served’ when they sign for the letter.

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY														
<ul style="list-style-type: none"> <li>■ Complete items 1, 2, and 3.</li> <li>■ Print your name and address on the reverse so that we can return the card to you.</li> <li>■ Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, enter delivery address below:</p>														
<p>1. Article Addressed to:</p> <p style="text-align: center; font-size: 2em; color: purple;">SAMPLE</p> <p>2. Article Number (Transfer from service label)</p>	<p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™ Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</td> </tr> </table>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™ Restricted Delivery	<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail	<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)
<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®														
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™														
<input type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery														
<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Signature Confirmation™														
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™ Restricted Delivery														
<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery														
<input type="checkbox"/> Insured Mail	<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)														

- Delivery must be restricted to the person you are serving, and *that person* must sign for it in order to be valid.
- Once they sign for it, the green card (the “return receipt”) with their signature will be mailed back to you. When you receive it, double-check that it was signed for by the other person and not someone else.
- Attach the green card to the Proof of Service form. The person who mailed the paperwork needs to fill out the Proof of Service form. The completed Proof of Service form should be returned to the Circuit Court Clerk’s Office so it can be filed with the Court.
- Service by certified mail can be cheaper than hiring a process server, but it can take longer for service to be completed (anywhere from a few days to a few weeks).

**FIRST CLASS MAIL (double check the chart above to ensure this is an allowable method of service)**

- Mail paperwork to Respondent using first class mail, ensuring that there is enough postage.
- The person who mailed the paperwork then needs to fill out the Proof of Service form. The completed Proof of Service form should be returned to the Circuit Court Clerk’s Office so it can be filed with the Court.



**IF YOU’VE TRIED TO SERVE THE OTHER PARTY BUT HAVE BEEN UNSUCCESSFUL**, you can ask the court for a different way to serve by filing a Motion for Alternate Service, where you will explain the ways you have attempted service and see whether the court will grant you permission to give the other party notice a different way. This paperwork is available from the PPO Office and the Circuit Court Clerk’s Office.