

INSTRUCTIONS: HOW TO SERVE COURT PAPERS BY SHERIFF

STEP 1: GO. Contact the Sheriff's Office in the county where the other party lives. Bring your court papers with you, **or** send a copy of the court papers to the Sheriff's Office if the other party does **not** live in the same county as you do. The Sheriff's Office in Gila County is located at:

1100 E. South Street
Globe, AZ 85501
(928) 425-4449

Notice: There is a filing fee for all Petitions, Complaints, Answers and Responses and there are service fees.

STEP 2: WRITE. Fill out the attached sheet for identifying the other party and bring:

- Other party's set of copies of the court papers.
- A picture or written physical description of the other party.
- A written description of the automobile the other party drives.
- The address where other party can be served.

STEP 3: WAIT. The Sheriff may mail you a copy of the "**Affidavit of Service**" after the other party is served with the papers, **or** the Sheriff may file these papers instead of sending them back to you.

STEP 4: COUNT: Read the "**Affidavit of Service**" to find out the date the other party was served with the court papers and start counting the days the other party has to file a Response or Answer. (When counting the days, start counting with the day **after** the other party was served with the court papers.)

DO NOT BRING CHILDREN TO COURT.