

## INFORMATION SHEET FOR SERVICE OF PROCESS

These instructions explain how to complete the Service of Process section on forms that must be served on the local child support agency and other parent.

A person 18 years of age or older must serve the documents. There are two ways to serve documents: (1) by personal delivery, or (2) by first-class mail. The person who serves the documents must complete the Proof of Service section on the form that is being served. **You cannot serve your own documents.**

### INSTRUCTIONS FOR THE PERSON WHO SERVES THE DOCUMENTS (TYPE OR PRINT FORM IN BLACK INK):

1. You must complete a proof of service for each package of documents that you serve. For example, if you serve both the local child support agency and the other parent, you must complete two proofs of service, one for the local child support agency and one for the other parent.
  - a. **Personal delivery.** Check this box if you gave the documents to an employee in the local child support agency or to a party named in the documents.
    - (1) Print the name of the local child support agency employee or the name of the party to whom you handed the documents.
    - (2) Print the address of the local child support agency or of the party where you delivered the documents.
    - (3) Write in the date that you delivered the documents to the local child support agency or to the party.
    - (4) Write in the time of day that you delivered the documents to the local child support agency or to the party.
  - b. **Mail.** Check this box if you mailed the documents to the local child support agency or a party.
    - (1) Print the name you put on the envelope containing the documents.
    - (2) Print the address where you sent the documents.
    - (3) Write in the date that you put the envelope containing the documents in the United States mail.
    - (4) Write in the city and state you were in when you mailed the envelope containing the documents.
2. You must print your name, fill in the date, and sign the Proof of Service section under a penalty of perjury. When you sign under a penalty of perjury, you are stating that the information you have provided is true and correct.