INSTRUCTIONS: ACCEPTANCE OF SERVICE

STEP 1: FILL OUT PAGE 1 OF THE ACCEPTANCE OF SERVICE

STEP 2: DELIVER THE FORMS TO THE PERSON YOU'RE SERVING

Send the following to the person you're serving through certified mail. Keep a copy of everything for your records.

[ ] The original Acceptance of Service
[ ] A self-addressed, stamped envelope
[ ] One copy of each document you listed on the Acceptance of Service

Wait for the person to return the signed Acceptance of Service to you. If they do not, you must use one of the other service methods listed in this packet.

STEP 3: IF THE OTHER PARTY SIGNS THE ACCEPTANCE OF SERVICE: FILE THE FOLLOWING WITH THE COURT

[ ] Signed Acceptance of Service

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Person Filing: _____
_____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

In the matter of the Guardianship and/or Conservatorship of:
Ward 1: _____
Ward 2: _____
Ward 3: _____
[ ] An Adult [ ] A Minor

Case Number: GC_____

ACCEPTANCE OF SERVICE

To the person being served: *Please sign this form in front of a notary and return it to me in the enclosed self-addressed, stamped envelope to save the cost of hiring someone to serve you with the court papers. Signing does not mean you agree with what I'm asking for, and you can still state your case at the hearing.*

I acknowledge I have voluntarily accepted a copy of the following legal papers.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I understand that I may appear at the hearing to state my position on the other party's requests and that if I do not appear at the hearing the court may grant those requests without my input.

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Signature of Person Accepting Service: _____

Address of Person Accepting Service:

_____

_____

Phone #: _____

State of Arizona)
)
County of _____)

Subscribed and sworn before me this date: _____ by: _____

Seal:

Notary Public: _____

Notary Expiration Date: _____

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INSTRUCTIONS: SERVICE BY PROCESS SERVER, SHERIFF, OR TRIBAL LAW ENFORCEMENT

Waiving or Deferring the Fee: For service by process server, the fee cannot be waived or deferred. For service by sheriff or tribal law enforcement, only the Coconino County Sheriff is required to accept a fee waiver or deferral from Coconino Superior Court.

STEP 1: FIND A PROCESS SERVER, SHERIFF, OR TRIBAL LAW ENFORCEMENT OFFICER

Find a process server in the county where the other party lives. Process servers are listed in the Yellow Pages. If the other party lives on an Indian reservation, find a tribally licensed process server in the tribe's phonebook or go through tribal law enforcement.

OR

Find the sheriff's office in the county where the other party lives or the tribal law enforcement office on the Indian reservation where the other party lives. They should be listed in the government pages of the phonebook. The Coconino County Sheriff's Office is at 911 E. Sawmill Rd., Flagstaff, AZ 86004, 928-774-4523 or (toll-free) 800-338-7888.

STEP 2: CALL THE PROCESS SERVER, SHERIFF, OR TRIBAL LAW ENFORCEMENT OFFICER

Have your Petition in front of you. Ask the following questions.

[ ] How much do you charge for service of process?
[ ] Do I pay up front, or will you bill me?
[ ] Do you file the Affidavit of Service with the court and mail me a copy, or do I need to file it myself? (Once the papers are served on the other party, an Affidavit of Service must be filed with the court. The process server, sheriff, or tribal law enforcement officer will produce the Affidavit of Service. Some will file it with the court and mail you a copy; others will mail you the original to file yourself.)

If you have a fee waiver or deferral and are using tribal law enforcement or a sheriff's office in a county other than Coconino, also ask the following:

[ ] Do you accept fee waivers or deferrals from Coconino County?

STEP 3: FILL OUT THE LETTER: SERVICE BY PROCESS SERVER, SHERIFF, OR TRIBAL LAW ENFORCEMENT

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STEP 4: MAIL OR HAND-DELIVER THE FOLLOWING TO THE PROCESS SERVER, SHERIFF, OR TRIBAL LAW ENFORCEMENT OFFICER

[ ] Letter: Service by Process Server, Sheriff, or Tribal Law Enforcement
[ ] One of the following:
  [ ] the fee
  [ ] a certified copy of the court order waiving or deferring fees
[ ] One copy of each document you listed in the Letter

STEP 5A: WAIT FOR THE PROCESS SERVER, SHERIFF, OR TRIBAL LAW ENFORCEMENT OFFICER TO MAIL YOU THE AFFIDAVIT OF SERVICE

If you were told in Step 2 that the process server, sheriff, or tribal law enforcement officer will file the Affidavit with the court, then wait for them to mail you a copy of the Affidavit stamped with the date it was filed (this is called a "conformed" copy). Keep in touch with the process server, sheriff, or tribal law enforcement officer to make sure the Affidavit is filed by the hearing date if a hearing is set in this matter.

STEP 5B: FILE THE FOLLOWING WITH THE COURT

If you were told in Step 2 that you must file the Affidavit with the court, wait for the process server, sheriff, or tribal law enforcement officer to mail you the original Affidavit, then file it with the court.

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LETTER: SERVICE BY PROCESS SERVER, SHERIFF, OR TRIBAL LAW ENFORCEMENT

My Name: _____
Mailing Address: _____
City, State, Zip Code: _____
Phone Number: _____

Date: _____

Sheriff of the County of *(if serving by sheriff)*: _____
Process Server's Name *(if serving by process server)*: _____
Tribal Law Enforcement of *(if serving by tribal law enforcement)*: _____
Mailing Address: _____
City, State, Zip Code: _____

Re: Name of Person to Be Served: _____
Court Case Number: DO_____

To whom it may concern:

Please find enclosed a copy of the following documents to be served on the person named above in the court case referenced above:

_____ _____
_____ _____
_____ _____

Details about the Other Party:

During the workday, the other party can usually be found at: [ ] Home [ ] Work [ ] Other

Home Address: _____
City, State, Zip Code:

Work Address: _____
City, State, Zip Code: _____

Other Address: _____
City, State, Zip Code: _____
Or other description of location: _____

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Physical Description:

Sex	Race	Birth	Height	Weight	Eyes	Hair	SSN
Additional Description:							

Description of the Other Party's Vehicle:

Make	Model	Year	Color
Additional Description:			

[ ] I enclose $_____ in payment for service of process.
[ ] I understand I will be billed for service of process.
[ ] I enclose a certified copy of a court order waiving or deferring the fee.

Please note that each document served must be named in the Affidavit of Service.

Thank you for your assistance.

My Signature: _____

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INSTRUCTIONS: SERVICE BY PUBLICATION

STEP 1: TRY TO FIND THE OTHER PARTY

The law requires you to make a diligent effort to find the other party, including such means as:

[ ] Asking for the other party's whereabouts from his/her co-workers, friends, and relatives
[ ] Examining phone company records
[ ] Examining utility company records
[ ] Examining records kept by the county treasurer
[ ] Examining records kept by the county recorder or similar agency
[ ] Employing companies that do computer searches to help you locate the other party if you know the other party's date of birth and/or social security number

If you find the party, you must use one of the other service methods.

STEP 2: CALL THE NEWSPAPER

Call the *Arizona Daily Sun* at 928-556-2280. Tell them you need to publish a Notice of Hearing three times before the hearing, with the first publication at least 14 days before the hearing. Ask how much it will cost.

STEP 3: FILL OUT THE LETTER: SERVICE BY PUBLICATION

STEP 4: GIVE THE LETTER TO THE NEWSPAPER

Take or mail the following to the newspaper. Keep a copy of everything for your records.

[ ] The original Letter: Service by Publication
[ ] A copy of the signed Notice of Hearing
[ ] One of the following:
    [ ] a check or money order for the cost of publication
    [ ] a certified copy of the Order from the court waiving the publication costs

STEP 5: THE NEWSPAPER WILL PUBLISH THE NOTICE

STEP 6: THE NEWSPAPER WILL MAIL YOU A PUBLISHER'S AFFIDAVIT AND THE NOTICE

STEP 7: AFTER THE LAST PUBLICATION DATE:
FILL OUT THE AFFIDAVIT OF SERVICE BY PUBLICATION

STEP 8: FILE THE FOLLOWING WITH THE COURT

[ ] The original Affidavit of Service by Publication with the following attached to it:
- [ ] The original publisher's affidavit from the newspaper
- [ ] A copy of the notice

LETTER: SERVICE BY PUBLICATION

Name: _____
Mailing Address: _____
City, State, Zip Code: _____
Phone Number: _____

Date: _____

Legal Notices
Arizona Daily Sun
1751 S. Thompson St.
Flagstaff, AZ 86001

Re: Case Number GC_____

To Whom It May Concern:

I am enclosing a copy of the Notice of Hearing in the court case referenced above. Please publish a notice about this case three times before *(enter the hearing date)* _____, with the first publication before *(enter the date 14 days before the hearing date)*_____ _____. I also enclose:

[ ] a check or money order for $_____ for the cost of the publication.
[ ] a certified copy of court order waiving publication costs.

Please call me at the number above to tell me when the first publication will occur. When all three publications have been completed, please send me the original and one copy of the notice and publisher's affidavit.

Thank you for your help in this matter.

Sincerely,

My Signature: _____

Enclosures

Person Filing: _____

_____

Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

In the Matter of the Guardianship
and/or Conservatorship of:
Ward 1: _____
Ward 2: _____
Ward 3: _____
[ ] An Adult [ ] A Minor

Case Number: GC_____

AFFIDAVIT OF SERVICE BY PUBLICATION

Service by publication is the best way to notify the following parties because I do not know where they live. To the best of my knowledge, information, and belief, they are not in the military service of the U.S.

I do not know the parties' residence and whereabouts despite a diligent search including the following:

_____

_____

_____

_____

I caused the Notice of Hearing in this case to published in the *Arizona Daily Sun* on the following dates:
1. _____ 2. _____ 3. _____

The publisher's affidavit and a copy of the notice as published are attached.

Petitioner's Signature: _____

State of Arizona)
)
County of _____)

Subscribed and sworn before me this date: _____ by: _____

Seal:

Notary Public: _____
Notary Expiration Date: _____