

Service Options for Your Order of Protection (OP)

Sheriff's Department

- **Cost: Free**
- OP service papers are forwarded by the court to the sheriff's department where the Respondent resides or works. **(NOTE: The sheriff's department will *ONLY* attempt service at residential and/or work addresses).**
- The sheriff's office will notify the court whether or not they were able to serve the Respondent.

Special Process Server (SPS)

- **Cost: Varies; Average \$50-\$100, possibly more (contact SPS for exact pricing)**
- **Petitioner should request a list of available SPS from the Adult Abuse clerk or advocate**
- Petitioner hires a SPS to attempt service where the Respondent resides or works. Special Process Servers may also attempt service at non-residential/non-work locations.
- Petitioner must determine which SPS s/he will hire during the filing of the OP and place this person's name/contact information on the *Appointment of Special Process Server* form (provided by the Adult Abuse clerk).
- Petitioner must determine if the SPS will pick up the service papers at the courthouse **OR** if the Petitioner will be responsible for taking the service papers to the SPS.
- If Petitioner is responsible for taking the service papers to the SPS, s/he will be asked to sign the *Instructions for Obtaining Service on the Respondent* form (provided by the Adult Abuse clerk).
- The SPS will notify the court whether or not they were able to serve the Respondent.

Self-Carry Service Papers

- **Cost: Free**
- **Utilized most frequently if the Petitioner and Respondent currently reside together and the *ONLY* option if the Petitioner does not have an address for the Respondent.**
- Petitioner takes the OP service papers with her/him and utilizes her/his police department to assist with service.
- Petitioner will be asked to sign the *Instructions for Obtaining Service on the Respondent* form (provided by the Adult Abuse clerk)
- **Petitioner CANNOT serve the Respondent his/herself.**
- The police department will notify the court whether or not they were able to serve the Respondent.