

✓ Did you file papers at court?

✓ Did you file your *Certificate of Service*?

✓ No *Certificate of Service* -> Judge does nothing.

The Judge cannot read your papers or take any action in your case until he or she knows there is a *Certificate of Service* that explains how you gave a copy of the papers to the other side, or their attorney if represented.

The *Certificate of Service* explains to the Judge whether you gave copies to the other side by:



First Class Mail

OR



Hand Delivery

Every document must have a *Certificate of Service* that is truthful and includes the following information (See sample below):

I mailed or hand delivered a copy of this document and its attachments to:

Name of person getting copy: Joe Litigant

Address of person getting copy: 123 Oak St. Bethel, AK

Date you mailed or delivered: July 27, 2009

Your signature: Joe Litigant

REMEMBER: Hand delivery or 1st class mail works for all papers in family law cases EXCEPT the *Complaint* and the *Summons*, which are the papers that start a case. The starting papers, the *Complaint* and *Summons*, require a *Proof of Service*. You can get a *Proof of Service* by using a licensed process server OR the post office green card for certified mail, restricted delivery to the other side, and return receipt.