

1. Petitioner emails all documents to person who will perform service (we'll call him the "Server").
2. Server prints out all documents.
3. Server delivers all documents, EXCEPT the one titled "Affidavit of Service," to Respondent.
 - a. Server can hand the documents directly to Respondent, OR he can take the documents to Respondent's house and leave them with someone at the house, as long as that person is over the age of 18. Server CANNOT deliver the documents on a Sunday.
4. After delivering the documents, Server must fill out the document entitled "Affidavit of Personal Service."
 - a. If he personally handed the documents to Respondent, he checks the "individual" service box.
 - b. If he gives the documents to someone at Respondent's house over the age of 18, he checks the "substituted service" box. Server must then ALSO MAIL a copy of the documents to Respondent's house. [Server will NOT use the "corporation" box].
 - c. No matter which way he delivers the documents (direct delivery to Respondent himself, or delivery to someone at Respondent's house), Server has to fill out information about the person he delivered the documents to—person's name, and description of that person.
 - d. Then, Server must sign the Affidavit in front of a notary. Notary must sign/stamp the Affidavit.
5. Server must FAX us a copy of that signed and notarized affidavit to: +1-347-368-2279, or email us a scanned version of the affidavit.
6. Server must MAIL us the original signed & notarized Affidavit to the following address:
[address of pro bono or Safe Passage staff member]