

## Long Arm Service: Defendant lives out of state

Make sure you request service by long arm in your pleadings if the defendant is out of state. Notice/service is a due process issue and must be correctly executed.

Upon filing the petition with the Clerk of Court, request an additional **certified copy** for your defendant.

**IMPORTANT:**

**It's your responsibility to send the documents to the defendant!**

You must send the documents to the defendant via U.S. mail or a commercial courier like UPS or FedEx

The courier will send you notice that your package was signed and delivered ("**the green card**").

Once you get the return, complete the **Affidavit of Long Arm Service**, have it notarized, and file it into the record with the return-slip attached

For **divorces**, you have to wait **30 days** before you can get a preliminary default

For hearing matters, you have to file the affidavit at least 30 days before the hearing

**IMPORTANT!** Your hearing date cannot conflict with defendant's due process rights. Let Clerk know of Long-Arm Service and set the hearing date further out.

After 30 days, you can proceed as usual with your case.

*This information is only a guide for self-represented litigants. It is not legal advice and should not be considered as legal advice.*