

REQUEST FOR FEE DEFERRAL

PLEASE READ AND FOLLOW ALL INSTRUCTIONS

A.R.S. §12-302

Effective January 1, 2003, individuals who are financially unable to pay their court fees will be given a Deferral at the time of filing of documents if he/she qualifies for either a Deferral or a Waiver. The payment required at the time of filing will be based on the information you provide in your financial questionnaire. Please be aware that if you claim government assistance, you must provide current proof of such.

- A full fee deferral is given until the case is completed; then the court determines what fees, if any, will be paid. This option is given to applicants whose income does not exceed 150% of the established poverty guidelines.
- \$10 per month is paid until the amount is paid in full. This option is given to applicants whose income is greater than 150% but less than 175% of the established poverty guidelines.
- Twenty-five percent of the fee is paid upfront, and the remaining amount is paid over the next three months. This option is given to applicants whose income is greater than 175% but less than 225% of the established poverty guidelines.
- The full amount is paid at the time of filing. This payment method occurs when the applicant's income is greater than 225% of the established poverty guidelines. In this case, the full payment is required at the time of filing and the applicant's request for a fee deferral is denied.

A review procedure by a judicial officer is established for exceptional cases.

Requests for deferrals are accepted at the Civil Filing Counter and Family Court Filing Counter in the Central Court Building in Downtown Phoenix, at the Filing Counter in the Southeast Regional Center in Mesa, at the Filing Counter in the Northwest Regional Center in Surprise, at the Filing Counter in the Northeast Regional Center at 40th Street in Phoenix, and at the Filing Counter in the Old Courthouse in Downtown Phoenix. The Clerk of the Court now accepts bank issued credit cards (Visa/MasterCard) as a form of payment for fee deferrals.

DEFERRAL applications must be completely filled out. If not, your application will be rejected and the Deferral will be denied.

INSTRUCTIONS: HOW TO APPLY FOR A DEFERRAL OR WAIVER OF COURT FEES AND COSTS

- 1. WHAT COURT FEES OR COSTS ARE CHARGED?** Arizona law requires the Court to charge fees and costs when a court user files certain court papers or needs other court services. There are various fees and costs charged for different kinds of cases, depending on what you want or need to do. You can find out the exact fees and costs that are charged for any particular matter by calling the Clerk of the Court at 602-506-6185.

Here are the most common events for which fees and costs are charged:

- To file a Complaint, Petition, Answer, or Response to a new court case;
- To file a post-decree Petition or Response in a Domestic Relations case, for example, to enforce or modify a court order for child support, custody, or visitation;
- For the issuance by the Clerk of Court for a Summons or Subpoena;
- For service of process or costs of service by publication;
- To get a copy or a certified copy of any court order or judgment or paperwork;
- To file an appeal of a case to a higher court;
- To photocopy court papers for the record on appeal;
- To pay for court reporter or transcriber fees of court trials or hearings.

- 2. WHO PAYS THE COURT FEES AND COSTS?** Usually the person who wants to file a certain court document, or who wants a certain court service, must pay the fees and costs at the time the filing or the service is done. At the end of the court case the judge might order that one or the other party pay all the costs and fees, which means the party who is ordered to do so must pay back the other party who already paid court fees or costs. If you are handling your own court case, be prepared to pay various fees and costs along the way.

- 3. WHAT ABOUT A PARTY WHO CANNOT PAY COURT FEES OR COSTS?** Sometimes, for very serious reasons, a party cannot pay court fees and costs at the time of filing court papers or asking for another court service. If this happens, the party can apply for a DEFERRAL or WAIVER of court costs and fees.

- A WAIVER means that the party does not have financial resources to pay now, and will not be able to do so in the future. As a general rule, waivers are only given at the end of a case. The only time you can get a waiver at the beginning of a case is if you are filing for an Order of Protection, or an Injunction against Harassment.
- A DEFERRAL means that even though the party cannot pay now, he or she may be able to pay in the future. Because you may be able to pay in the future, in most cases, you will get a DEFERRAL rather than a WAIVER, because everyone needs to bear his or her fair share of the court fees and costs. If at the end of your case, you meet the financial criteria and still cannot pay your court fees, you can ask the Court to waive or further defer your court fees and costs.

- 4. COURT PAPERWORK FOR A DEFERRAL OR WAIVER OF COURT FEES AND COSTS:**

- A. APPLICATION FOR DEFERRAL OF COURT FEES AND/OR COSTS and CONSENT TO JUDGMENT:** You must file the Application with the Clerk of the Court. You should know that the Application for Deferral of Court Fees and/or Costs includes a Consent to Entry of Judgment. By signing this document, you agree that a judgment may be entered against you for all fees and/or costs that are deferred, but that remain unpaid after thirty (30) calendar days following the entry of final judgment. At the conclusion of the case, you will receive a Notice indicating how much is owed and what steps you must take to avoid a judgment against you if you are still unable to pay. In filling out the Application, check the boxes that apply to your situation as follows:

- Paragraph 1. Check the boxes that tell the Court what fees and/or costs you need deferred.
- Paragraph 2. Read paragraph A to see if you receive any governmental assistance. If you do and have proof, check the box that applies to your situation and then fill out the Financial Questionnaire. If you do not receive governmental assistance, go to paragraph 3.
- Paragraph 3. Check box B or box C and then fill out the Financial Questionnaire. If your financial condition gets better, you must tell the court, so that even if you cannot pay now, you must pay later if you have the money to do so.

B. ORDER FOR DEFERRAL OR WAIVER: Do not fill out this form except for caption, which includes the name of the petitioner/plaintiff, name of the respondent/defendant. The Special Commissioner will fill out this form after he or she has reviewed your application. This form tells you whether your costs have been waived, deferred or denied.

C. AFFIDAVIT IN SUPPORT OF APPLICATION FOR DEFERRAL OR WAIVER OF SERVICE COSTS: A deferral or waiver of fees to pay the sheriff for personal service, or the newspaper for publication of service, must be applied for separately. To do so, fill out the form described in Section 4(A) above, and the additional court form called Affidavit in Support of Application for Deferral or Waiver of Service Costs. Here are some important points:

- **For service by the sheriff:** Did you try to ask the other party to voluntarily accept service? If not, you must have a very good reason.
- **For publication of service:** Why are you publishing instead of using another method of service? This is important, not only to get fees waived or deferred, but because service by publication is only used as a last resort. **BE SURE TO READ THE SELF-SERVICE CENTER INSTRUCTIONS ON SERVICE BEFORE YOU SERVE BY PUBLICATION.** This could save you time, effort, and difficulty!

5. HOW DO I APPLY FOR A DEFERRAL?

- Complete the court paperwork for the Application for Deferral of Court Fees and/or Costs and Consent to Entry of Judgment along with the court papers you want to file for whatever court proceeding you are involved with. **DO NOT SIGN THE Application** until you get to the Filing Counter if you are hand-delivering the Application to the Clerk of the Court. You will be able to sign the Application at the Court, when you go to the Filing Counter and avoid the cost of paying a Notary Public. If you are mailing your Application to the Clerk of the Court, you will need to sign the Application in front of a Notary Public before you mail your application.
- Take the Application and all the other court papers you need to file to the filing counter of the Clerk of Court at the court location where you file the papers. Information on how to know whether to file in the Downtown court location or the Southeast court location in Mesa is contained on the instruction sheets that go with the court papers for the court process you are filing on. **NOTE: IT IS ALWAYS A GOOD IDEA TO COME IN PERSON TO APPLY FOR A DEFERRAL OR WAIVER, UNLESS YOU HAVE A MEDICAL OR OTHER GOOD REASON WHY YOU CANNOT APPEAR IN PERSON.** However, you can mail the application to the Clerk of the Court, 201 West Jefferson, Phoenix, Arizona 85003. The Special Commissioner will review your application, determine if you qualify for a deferral or waiver, and notify you as to whether you qualify for a deferral or waiver.
- Give the original Application to the Clerk, and sign the Application in front of the Clerk. The Special Commissioner will usually decide whether to grant the Application or not, depending on the information in the Application. Sometimes the paperwork is sent to a judge to review and decide. Ask the Special Commissioner if you are unsure.
- If the Application is granted, file the court papers for the court process you are involved with. If the Application is denied, pay the fee or costs. If you do not agree with the Court's decision, you can request a hearing in front of a Judge.

- E. If the Deferral or Waiver is for Personal Service by the sheriff, take the papers that need to be served, along with a copy of the Order of Deferral or Waiver, to the sheriff. Instructions on how to do this are contained on the help sheet that is in the packet on service of process.
 - F. If the Deferral or Waiver is for Publication, follow the instructions that are contained on the help sheet that is in the packet on service of process.
 - G. **REMINDER.** If you still cannot pay the fees and costs at the end of the case, and believe you should receive a waiver or further deferral (payment schedule), you must file a Supplemental Application at the end of the case, or a Consent Judgment will be entered against you. You will receive instructions on how to do this at the end of the case.
6. **OTHER HELP.** If you still have questions about this procedure, you can ask a lawyer for legal advice. You can look up a lawyer in the telephone book under 'attorneys.' Also, the Self-Service Center has a list of lawyers who will help you help yourself. The list shows where the lawyers are located, how much they charge to look over the court papers or answer your questions, and what their experience is. Visit the Self-Service Center at the Court or on the Internet at <http://www.superiorcourt.maricopa.gov/ssc/sschome.html> to get the names of some of the lawyers on this list.

**ALL FORMS REFERRED TO IN THESE INSTRUCTIONS
ARE AVAILABLE AT THE SELF-SERVICE CENTER.**

CASE NUMBER: _____

Plaintiff / Petitioner

v.

Defendant / Respondent

DATE: _____

Applicant

Complete all information in this section.

DEFERRED FEE APPLICATION INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE: _____

SSN: _____ PHONE (H): (_____)

DO YOU HAVE AN ATTORNEY? YES NO PHONE (W): (_____)

FINANCIAL STATUS OF A DEFERRED FEE

Special Commissioner

Complete all information for each deferred fee in this section.

FEE CODE # _____ TYPE _____ \$ _____

FEE CODE # _____ TYPE _____ \$ _____

FEE CODE # _____ TYPE _____ \$ _____

TOTAL AMOUNT OF FEES THAT HAVE BEEN DEFERRED: \$ _____

AMOUNT OF PARTIAL PAYMENT PAID AT TIME OF FILING: \$ _____

BALANCE: \$ _____

  CASH CHECK

Special Commissioner

Complete this section if a payment plan is set up.

Cross out if deferred until further notice.

CREDIT CARD # _____ EXPIRATION DATE: _____

LAST 3 DIGITS ON SIGNATURE PANEL: _____

BALANCE OF DEFERRED FEE(S) DUE ON _____ DAY OF _____, 20 _____

I (APPLICANT) SHALL MAKE (WEEKLY MONTHLY) PAYMENTS OF \$ _____

FINAL PAYMENT IS DUE ON OR BEFORE (BUT NO LATER THAN) THE DUE DATE ABOVE.

ANY BALANCE LEFT OUTSTANDING AFTER THE DUE DATE WILL BE SENT TO A COLLECTIONS AGENCY.

Applicant's

SIGNATURE: _____

Special Commissioner

Check why deferred until further notice.

- TEMPORARY ASSISTANCE TO NEEDY FAMILIES
- FOOD STAMPS
- COMMUNITY LEGAL SERVICE
- SSI
- GENERAL ASSISTANCE
- < 150%

Applicant's

SIGNATURE: _____

Name of Person Filing Document: _____
 Your Address: _____
 Your City, State, and Zip Code: _____
 Your Telephone Number: _____
 Attorney Bar Number (if applicable): _____
 Representing Self (Without an Attorney) OR Attorney for Petitioner Respondent

**SUPERIOR COURT OF ARIZONA
 MARICOPA COUNTY**

Case Number: _____

 Name of Petitioner/Plaintiff.

**APPLICATION FOR DEFERRAL OR WAIVER
 OF COURT FEES AND COSTS
 AND
 CONSENT TO ENTRY OF JUDGMENT**

 Name of Respondent/Defendant.

IMPORTANT

This Application for Deferral of Court Fees and Costs includes a Consent to Entry of Judgment. By signing this Consent, you agree a judgment may be entered against you for all fees and costs that are deferred but remain unpaid thirty (30) calendar days after entry of final judgment. At the conclusion of the case you will receive a Notice of Court Fees and Costs Due indicating how much is owed and what steps you must take to avoid a judgment against you if you are still unable to pay. Additional details about this process are discussed in the Consent to Entry of Judgment Section of this Application.

STATE OF ARIZONA)
 COUNTY OF MARICOPA) ^{SS}

STATEMENTS MADE TO THE COURT UNDER OATH. I swear or affirm that the information in this application is true and correct. I make this statement under the penalty of prosecution for perjury if it is determined that I did not tell the truth.

I am requesting a deferral or waiver of the following fees and costs in my case:

- Any or all of the following: All filing fees; fees for the issuance of either a summons and subpoena; or fees for obtaining one certified copy of a temporary order in a domestic relations case or a final order, judgment or decree in all civil proceedings.
- Fees for service of process by a sheriff, marshal, constable or law enforcement (fill out separate affidavit form).
- Fees for service by publication (fill out separate affidavit form).
- Filing fees and photocopy fees for the preparation of the record on appeal.
- Court reporter ' s fees of reporters or transcribers employed by the court for the preparation of the transcript.

The basis for the request is:

1. **WAIVER: I am permanently unable to pay. My income and liquid assets are insufficient or barely sufficient to meet the daily essentials of life and unlikely to change in the foreseeable future.**

2. **DEFERRAL:**

a. I receive governmental assistance from the state/federal program(s) checked below:

- Temporary Assistance for Needy Families (TANF) Food Stamps
- Supplemental Security Income (SSI) for disabilities General Assistance (GA)

If you checked either boxes 1 or 2a., you must complete the Financial Questionnaire. You must sign this application in front of the court clerk or a notary public, if submitted by mail or a third party. You must also submit proof that you receive governmental assistance. If you are submitting this application by mail or a third party, you must attach a photocopy of that proof.

OR

b. My income is insufficient or is barely sufficient to meet the daily essentials of life, and includes no allotment that could be budgeted for the fees and costs that are required to gain access to the court.

NOTE: To determine whether income is insufficient or barely sufficient, the court will review your income and expenses. Among the factors the court may consider are:

1. Whether your gross income as computed on a monthly basis is 150% or less of the current federal poverty level. Gross monthly income includes your share of community property income if available to you.
2. Although your income is greater than 150% of the poverty level, you have proof of extraordinary expenses (including medical expenses and costs of care for elderly or disabled family members) or other expenses that the court finds are extraordinary that reduce your gross monthly income to at or below 150% of the poverty level.

OR

c. I do not have the money to pay the court fees and costs now. I can pay the fees and costs at a later date. Explain. _____

If you checked either boxes 2b. or 2c., you must complete the Financial Questionnaire. You must sign this application in front of the court clerk or a notary public, if submitted by mail or a third party.

FINANCIAL QUESTIONNAIRE

SUPPORT RESPONSIBILITIES: List all persons you support (including paying child support and spousal maintenance):

| NAME | RELATIONSHIP |
|-------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

STATEMENT OF INCOME AND EXPENSES

ASSISTANCE: I receive assistance from:

- Arizona Health Care Cost Containment System (AHCCCS)
- Arizona Long Term Care System (ALTCS)
- Other (explain): _____

MONTHLY INCOME: My monthly income is:

Monthly gross income: \$ _____

Employer name: _____

Employer address: _____

Employed since (month/year): _____

Other current monthly income, including spousal maintenance, retirement, rental, interest, pensions, dividends, scholarships, grants, royalties, lottery winnings (explain amount and source):

\$ _____

My spouse's monthly gross income (if available to me): \$ _____

TOTAL MONTHLY INCOME:

\$ _____

MONTHLY EXPENSES AND DEBTS: My monthly expenses and debts are:

| | PAYMENT AMOUNT | LOAN BALANCE |
|------------------------|-----------------------|---------------------|
| Rent/Mortgage payment | \$ _____ | \$ _____ |
| Car payment | \$ _____ | \$ _____ |
| Credit card payments | \$ _____ | \$ _____ |
| Other payments & debts | \$ _____ | \$ _____ |

Explain:

Food/Household supplies \$ _____

Utilities/Telephone \$ _____

Clothing \$ _____

Medical/Dental/Drugs \$ _____

Health insurance \$ _____

Nursing care \$ _____

Laundry \$ _____

Child support \$ _____

Child care \$ _____

Spousal maintenance \$ _____

Car insurance \$ _____

Gasoline/Bus fare \$ _____

Contributions to employer or other retirement account \$ _____

TOTAL MONTHLY PAYMENTS

\$ _____

STATEMENT OF ASSETS: List only those assets available to you and accessible without financial penalty. Equity is defined as market value minus any liens or loans.

| | ESTIMATED VALUE |
|--------------------------------------|------------------------|
| Cash and bank accounts | \$ _____ |
| Credit union accounts | \$ _____ |
| Equity in: | |
| 1. Home | \$ _____ |
| 2. Other property | \$ _____ |
| 3. Cars/other vehicles | \$ _____ |
| Other, including stocks, bonds, etc. | \$ _____ |
| Retirement accounts | \$ _____ |

TOTAL ASSETS:

\$ _____

EXTRAORDINARY EXPENSES: For example, unusual medical needs, financial hardship, costs of care of elderly or disabled family members. (Proof must be submitted.)

| DESCRIPTION | AMOUNT |
|-------------------------------------|-----------------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| TOTAL EXTRAORDINARY EXPENSES | \$ _____ |

NOTE: If you receive a deferral and have unpaid fees at the end of your case you will receive a Notice of Court Fees and Costs Due. This is to remind you that you may submit a supplemental application for further deferral or waiver if you believe you need more time to pay or cannot afford to pay your court fees and costs. The court will decide at that time whether or not you must pay. If you do not file a supplemental application, the original deferral order remains in effect and a consent judgment may be entered against you if you do not pay within thirty (30) calendar days after entry of final judgment.

If your case is dismissed for any reason, the fees and costs are still due.

CONSENT TO ENTRY OF JUDGMENT: By signing this Application, I agree a judgment may be entered against me for all fees and costs that are deferred but remain unpaid thirty (30) calendar days after entry of final judgment. Judgment may be entered against me unless any one of the following applies:

- A. Fees and costs are taxed to another party;
- B. I have an established schedule of payments in effect and I am current with those payments;
- C. I file a supplemental application for waiver or further deferral of fees and costs and a decision by the court is pending;
- D. In response to a supplemental application, the court orders that the fees and costs be waived or further deferred; or
- E. Within twenty days of the date the court denies the supplemental application, I either:
 - 1. Pay the fees and costs; or,
 - 2. Request a hearing on the court's order denying further deferral or waiver. If I request a hearing, the court cannot enter the consent judgment unless a hearing is held, further deferral or waiver is denied and payment has not been made within the time prescribed by the court.

If you appeal the final decision in your case, a consent judgment for deferred fees and costs that remain unpaid in the lower court shall not be entered until after the appeals process is concluded.

ACKNOWLEDGMENT AND SIGNATURE UNDER OATH

Today's Date: _____ Signature: _____

Print Your Name: _____

SUBSCRIBED AND SWORN or affirmed and acknowledged before me on (date) _____
by _____.

My Commission expires: _____
Judicial Officer, Clerk or Notary Public

IT IS ORDERED:

- DEFERRAL DENIED** for the following reason(s):
 The application is incomplete because _____

You are encouraged to submit a complete application.

- The applicant does not meet the financial criteria for deferral because _____

A deferral MUST BE granted if the applicant is receiving public assistance benefits or has an income that is insufficient or barely sufficient to meet the daily essentials of life and that includes no allotment that could be budgeted to pay the fees and costs necessary to gain access to the court or if the applicant demonstrates other good cause.

- DEFERRAL GRANTED** for the following fees and costs in this court:
- Any or all filing fees; fees for the issuance of either a summons and subpoena; or fees for obtaining one certified copy of a temporary order in a domestic relations case or a final order, judgment or decree in all civil proceedings.
 - Fees for service of process by a sheriff, marshal, constable or law enforcement agency.
 - Fees for service by publication.
 - Filing fees and photocopy fees for the preparation of the record on appeal.
 - Court reporter or transcriber fees if employed by the court for the preparation of the transcript.

IF A DEFERRAL IS GRANTED, PLEASE CHECK ONE OF THE FOLLOWING BOXES:

- NO PAYMENTS WILL BE DUE UNTIL FURTHER NOTICE.**
 SCHEDULE OF PAYMENTS.
The applicant shall pay \$ _____ each _____ (week, month etc.) until paid in full, beginning _____.

- WAIVER DENIED** for all fees and costs in this case.

- WAIVER GRANTED** for all fees and costs in this case that may be waived under A.R.S. §12-302(H).
- Any or all filing fees; fees for the issuance of either a summons and subpoena; or fees for obtaining one certified copy of a temporary order in a domestic relations case or a final order, judgment or decree in all civil proceedings.
 - Fees for service of process by a sheriff, marshal, constable or law enforcement agency.
 - Fees for service by publication.
 - Filing fees and photocopy fees for the preparation of the record on appeal.
 - Court reporter or transcriber fees if employed by the court for the preparation of the transcript.

RIGHT TO JUDICIAL REVIEW. If the application is denied or a payment schedule set by a special commissioner, you may request the decision be reviewed by a judicial officer. The request must be made within twenty (20) days of the day the order was mailed or delivered to you. If a schedule of payments has been established, payments shall be suspended until a decision is made after judicial review. Judicial review shall be held as soon as reasonably possible.

NOTICE REGARDING CONSENT JUDGMENT: Unless any one of the following applies, a consent judgment may be entered against the applicant for all fees and costs that are deferred and remain unpaid thirty (30) days after entry of final judgment:

- A. Fees and costs are taxed to another party;
- B. The applicant has an established schedule of payments in effect and is current with those payments;
- C. The applicant filed a supplemental application for waiver or further deferral of fees and costs and a decision by the court is pending;
- D. In response to a supplemental application, the court orders that the fees and costs be waived or further deferred; or
- E. Within twenty days of the date the court denies the supplemental application, the applicant either:
 - 1. Pays the fees and costs; or,
 - 2. Requests a hearing on the court's order denying further deferral or waiver. If the applicant requests a hearing, the court cannot enter the consent judgment unless a hearing is held, further deferral or waiver is denied and payment has not been made within the time prescribed by the court.

If an appeal is taken, a consent judgment for deferred fees and costs that remain unpaid in the lower court shall not be entered until thirty (30) days after the appeals process is concluded. The procedures for notice of court fees and costs and for entry of a consent judgment continue to apply.

If a consent judgment is signed and the applicant pays the fees and costs in full, the court is required to comply with the provisions of A.R.S. § 33-964(C).

DUTY TO REPORT CHANGE IN FINANCIAL CIRCUMSTANCES. An applicant who is granted a deferral or waiver shall promptly notify the court of any change in financial circumstances during the pendency of the case that would affect the applicant's ability to pay court fees and costs. Any time the applicant appears before the court on this case, the court may inquire as to the applicant's financial circumstances.

DATED: _____

_____ **Judicial Officer** **Special Commissioner**

Name of Person Filing Document: _____
 Your Address: _____
 Your City, State, and Zip Code: _____
 Your Telephone Number: _____
 Attorney Bar Number (if applicable): _____
 Representing Self (Without an Attorney) OR Attorney for Petitioner OR Respondent

**SUPERIOR COURT OF ARIZONA
 MARICOPA COUNTY**

 Name of Petitioner/Plaintiff.

Case Number: _____

 Name of Respondent/Defendant.

**AFFIDAVIT IN SUPPORT OF
 APPLICATION FOR DEFERRAL OR
 WAIVER OF SERVICE OF PROCESS
 COSTS**

STATE OF ARIZONA)
 COUNTY OF MARICOPA)^{SS}

STATEMENTS MADE TO THE COURT UNDER OATH. I swear or affirm that the information in this application is true and correct. I make this statement under the penalty of prosecution for perjury if it is determined that I did not tell the truth.

I have requested a deferral or waiver of the following fees in my case:

- Fees for service of process by a sheriff, marshal, constable, or law enforcement agency:** In support of my request, I state that (check and complete any that apply):
- I have attempted to obtain voluntary acceptance of service of process without success on the person to be served.
- It would be useless or dangerous for me to try to obtain voluntary acceptance of service by the person to be served because (explain):
- An enforceable injunction against harassment has been granted to me against the person to be served.

Fees for publication: In support of my request, I state that I have attempted to locate the person to be served but I have been unable to locate that person **(check and complete any that apply):**

This is what I did to try to find the other party (explain):

I have contacted the person(s) listed below to try to find the location of the other party.

NAME

ADDRESS

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

SIGNATURE UNDER PENALTY OF PERJURY

Today's Date: _____

Signature: _____

Print Your Name: _____

INFORMATION FOR SERVICE

You must provide the following information:

To the best of my knowledge, as of (date) _____, the last known address of the person to be served was: _____
_____.

(Street Address, City and State)