



DESTINY LAW

How to Serve - Resource for Unbundled Services

Service via Certified Restricted Mail ~ \$13-\$15

Enclose one copy of all file marked documents (Complaint, Summons, Restraining Order) (Petition for Guardianship, Summons, Notice of Hearing/Rights) into an envelope addressed to the opposing party/opposing counsel.

Complete Green Card and Receipt with Opposing Party/Opposing Counsel Name and Address. You can get a green card and receipt at any post office for free.

Be sure to put your name and address on the reverse side of the green card, so that it will come back to you and you can use it as proof of service.

On the green card, check return receipt requested, check restricted delivery, check certified mail.

Attach green card to back of envelope

Pull sticky barcode with numbers from receipt and attach it to the top middle portion of the envelope, securing it to the top of the green card. It should wrap around the top side of the envelope. See attached Examples.

You will need to go to the post office to get the exact amount of postage required.

You will also want to keep the other portion of the receipt. It contains a tracking number for the certified mail, which can be used to track the mail and possibly be used to verify service if the green card is not returned to you.

You can track your certified mail by going to <https://m.usps.com/m/TrackConfirmAction> And entering your tracking number.

Via sheriff's office -\$50

Take one copy of all file marked documents (Complaint, Summons, Restraining Order) (Petition for Guardianship, Summons, Notice of Hearing/Rights) to the sheriff's office. Once you arrive, let them know you need to drop off legal documents for service. You will need \$50 (cost of service) to pay the sheriff at the time you drop off the documents.

You will need to provide your name, address, and phone number to the Sheriff's Office so that they may contact you regarding service.

Via process server ~ \$40-\$100

Take one copy of all file marked documents (Complaint, Summons, Restraining Order) (Petition for Guardianship, Summons, Notice of Hearing/Rights) to the Process Server's office. Once you

arrive, let them know you need to drop off legal documents for service. You will need \$50 (cost of service) to pay the process server at the time you drop off the documents.

You will need to provide your name, address, and phone number to the process server's office so that they may contact you regarding service.

Attached you will find a list of process servers available.

Ok, the documents were served and I got the green card back. What now?

Locate the document entitled Affidavit of Service, fill in the date that the mail was picked up (top right corner – handwritten date). Tape the green card to a blank sheet of paper, and attach it to the back of the Affidavit of Service. Sign the Affidavit of Service and take it to the Court Clerk's office for filing. You will want to make two copies of both pages.

Have the clerk file the original and both copies. The clerk will keep the original. You will keep one copy and you will mail the other copy to the opposing party/opposing counsel via regular mail.

Ok, the documents were served....the process server/sheriff gave me an affidavit of service saying the opposing party was served. What now?

- Ask the process server/sheriff if they had it filed at the Court.
 - If they say yes, then you must now wait 30 days to see if the opposing party files and answer.
 - If they say no, then you will want to make two copies.

Have the clerk file the original and both copies. The clerk will keep the original. You will keep one copy and you will mail the other copy to the opposing party/opposing counsel via regular mail.

Process Server List

Davis Process Service

K-9 Process Service (Statewide - Any County)

Action Process

Myers

Tammy Nicolo (Pulaski, Faulkner, Saline County)
(501) 681-6197

Tasha Sims (Saline)
(501) 681-1629

Brittany Snyman,
(501) 563-9443
brittanycliff@gmail.com

Jeff Barnett
(501) 529-2223

Terri Hicks (Faulkner County)
(501) 654-4052

Eddie Pryor (Faulkner County)
(501) 733-0859

Lawson Process Service (Jefferson County)
(870) 866-4531
Fax: (870) 853-9883

Larry Plunkett
Plunkett Process Service
P. O. Box 6425
Pine Bluff, AR 71611
(870) 692-3077
lanitajp@gmail.com

Vincent Edwards (Jefferson County)
(870) 718-0331

Thaddus Handley (Jefferson County)
(870) 489-1518

Clark Kinzler (Mena, AR)
(501) 551-9739

Freddie Everich (Mena, AR)
(479) 234-3646

David Ray (Howard County)
(870) 557-3411

Mike Rima (Garland County)
(501) 627-8585

Claude Brooks (Garland County)
(501) 622-8965

Kendra Bean
(501) 502- 9947

Paul Donald (Bentonville)
(479) 631-5694 (C)

Ronnie Huey (Wynne)
(870) 588-1300