

SERVICE ON A PERSONAL PROTECTION ORDER

Your P.P.O is in effect after it has been signed by the Judge, however it is **NOT** enforceable until after the respondent has been served with it.

Who can serve my P.P.O.?

You can not serve the respondent yourself. A process server or a neutral 3rd party person must complete service. Service must be completed by one of the following ways.

- 1) Personal Service:
 - A) Neutral 3rd party: This person must be over the age of 18 years old, with a valid governmental issued ID and not related to either yourself or the respondent. This person can hand the respondent the paperwork.
 - B) Process Server: A process server is someone who professionally serves papers. They will charge a fee to complete this process on your behalf.
- 2) Certified-Restricted Mail: You must also pay for return receipt. This will require the respondent to sign for the delivery. This can be done at any U.S. Post Office and may be done by the petitioner (you). You must wait for the green card to come back from the Post Office before filing any documentation with the Circuit Court Clerk's office. **IF THE GREEN CARD IS NOT SIGNED BY THE RECIPIENT**, then service has not been completed. The other parties' signature must be on the green card or on the USPS website. If the addressee's signature is on the USPS website, you will need to provide proof of such. Due to Covid restrictions, the mail carriers are not able to get signatures from the addressees.
- 3) Law Enforcement Officer:
 - A) You may hire the Calhoun County Sheriff's Office to serve if the following conditions apply: 1) the respondent must live within the confines of Calhoun County & 2) you **must** provide the Calhoun County Sheriff's Office with the respondent's address.
 - B) Verbal service by a L.E.O. If a Law Enforcement Officer has contact with the respondent, the respondent could be verbally served by the L.E.O. A LEO can only verbally serve the PPO order. They cannot verbally serve any other documentation related to the case.

DO NOT:

- * Leave documents in a mailbox
- * Place papers on a porch or on a car windshield
- * Throw papers in respondent's yard..... etc

ANY OF THE ABOVE ARE NOT PROPER SERVICE AND WILL NOT BE ACCEPTED BY THE COURT.

The person who serves the P.P.O. must sign the proof of service in front of a notary public. They will need valid governmental issued photo id (i.e. Driver's License) to do so. This can be done at the Circuit Court Clerk's office or any notary of their choice.

If you have questions or concerns about service please call 269-969-6518 or 269-969-6921. We are here to assist you.