

**SOMERTON JUSTICE COURT
INSTRUCTIONS FOR MAILING SMALL CLAIMS
SUMMONS/COMPLAINT**

******* N O T I C E *******

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY !!!

1. The attached packet contains extensive written instructions to the Plaintiff(s) on how to serve the Complaint you have filed in the Justice Court.
2. Since you have chosen to serve your Small Claims Summons/Complaint by Certified Mail, YOU are responsible for mailing the Summons/Complaint to the Defendant(s).
3. If you are suing more than one person at the same address, you must serve each Defendant SEPARATELY. You must send the Summons/Complaint by Registered or Certified Mail, Restricted Delivery, Return Receipt Requested, to EACH DEFENDANT.
4. If you are successful in serving your Summons/Complaint by this mail method, the Defendant(s) will sign the GREEN CARD and the Post Office will return it to you. You must file this GREEN CARD proving service with the Court.

**VERY IMPORTANT: WHEN YOU USE SERVICE BY
CERTIFIED MAIL, THE GREEN CARD
(CERTIFICATE OF SERVICE) MUST BE
RETURNED TO THE COURT. SERVICE IS
DEEMED COMPLETE ON THE DATE OF
DELIVERY, TIME STARTS FROM THE DATE
AFTER DELIVERY.**

5. If, for any reason, the Post Office returns the envelope to you undelivered, bring the entire envelope and it's contents to the Court. This envelope will be filed in the Court's file.
6. You must then fill out and file a "Replacement Summons/Complaint" using the same case number. The Clerk will issue the "Replacement Summons" and give you the copies which must be served on the Defendant(s) by a Constable or Private Process Server.