

GUIDE TO SERVING OTHER PARTIES IN A CIVIL CASE (INDIANA)

When a civil case is filed, the Respondent (party you are filing against) must receive notice that a case has been filed against them. The initial paperwork should be served on the other party using one of the methods outlined below. After the other party has appeared in court for the first time, then parties can use the U.S. Mail or one of the other methods listed below for providing copies of additional information filed in the case. Proof the other party has been served must be provided to the court.

OPTIONS FOR SERVICE (CHOOSE ONE):

	Description	Notes
Personal Service	Hire a private process server or pay a Sheriff Civil Fee (\$28) to attempt personal service directly to the other party.	<i>If personal delivery fails, Residential Service (outlined below) is used.</i>
Certified Mail	Sending papers via certified mail yourself or through the Clerk (fee required).	<i>The signed return receipt should be provided to the court as proof of service.</i>
Residential Service	Leave a copy at the party's home and mail a second copy via U.S. Mail.	<i>Often used as a backup to Personal Service.</i>
Publication	Publishing a notice in a local newspaper.	<i>Used only when the party cannot be located; requires a court order.</i>

INDIANA SHERIFF CIVIL FEE

A \$28 fee must be paid to the Clerk if you choose service by the Sheriff. The fee is to be paid one time pre-judgment (before the Judge has decided the outcome of the case) and one post-judgment should additional paperwork need to be served on the other party (proceeding supplemental).