

INSTRUCTIONS FOR SERVICE BY MAIL

PROTECTION ORDER ADVOCACY PROGRAM

KING COUNTY COURTHOUSE
516 Third Ave, Room C213
Seattle, WA 98104
206-477-1103

REGIONAL JUSTICE CENTER
401 North Ave, Room 2B
Kent, WA 98032
206-477-3758

Instruction for Service by Mail

- 1. Prepare mailing.** Find an adult (18+ years old), who is not the petitioner, who is willing to mail the documents for you. Prepare two envelopes with a return address, and the respondent's address (listed on the Service by Mail Order). Enclose one copy of the documents that need to be served in each envelope.
- 2. Mail documents.** Documents must be mailed at least 8 business days (10 calendar days) prior to the next court date. The sender must mail:
 - a. one envelope via first class mail; and**
 - b. one envelope via certified mail, return receipt requested (showing when and to whom the letter was mailed)**
- 3. Keep receipts.** Collect the certified mail receipt stub (pictured below) and the first class mail receipt.
- 4. Complete a Proof of Service.** After mailing both envelopes, the sender must complete a Proof of Service form and give it back to the petitioner. Attach the register receipt and green certified mail stub to the completed Proof of Service form.
- 5. Inform Law Enforcement.** Make a copy of the following forms: Your completed Proof of Service, and your Law Enforcement Confidential Information Form (LECIF). Give both documents to the law enforcement agency where the protected person lives (city police or county sheriff). You can mail, email, or drop these documents off in person.
- 6. File the completed Proof of Service before the next hearing.** File the completed Proof of Service and post office receipts with the court clerk. You can file this electronically or file at the court in person.

Certified Mail Instructions

- Make sure the envelope has a return address for the sender. Make sure respondent's name is clearly marked on the envelope
- Use the Certified Mail receipt (see below). Keep the original and make copies
- Upon mailing the envelope, the adult sender (not the petitioner) must complete a Proof of Service form
- Attach a copy of the first class and certified mail receipts to the Proof of Service form



First Class Mail Instructions

- Make sure the envelope has a return address for the sender. Make sure respondent's name is clearly marked on the envelope
- Pay for first class mail and ask for a receipt. Keep the original and make copies
- Upon mailing the envelope, the adult sender (not the petitioner) must complete a Proof of Service form
- Attach a copy of the first class and certified mail receipts to the Proof of Service form

