

POLICY FOR ALTERNATIVE SERVICE FOR PROCESS OF CITATION

- a. Mailing a copy of the citation with a copy of the petition attached by first class mail to the defendant at property, and also leaving a copy of the citation and petition with any person found there who is at least (16) years of age; OR
- b. Mailing a copy of the citation with a copy of the petition attached by first class mail to the defendant at a specified address, and by affixing to the front entry way of property or if property is surrounded by a fence and gate, by affixing to the gate of said property.

The service made by the abovementioned **shall not** be deemed perfected unless it also complies with the following provisions:

- 1. A copy of the citation, petition, and this Order shall be mailed by BOTH registered mail return receipt requested, AND by regular mail to the Defendant at the same address's at which service is authorized above.
- 2. The return of service shall not be made until 30 days after mailing or until the process server receives back from the post office tracking and/or delivery, whichever date is earlier.
- 3. The return of service shall include a statement setting out the date of mailing and the result of the mailing by registered mail, and the date of mailing and results of same by regular mail (i.e., whether the envelope was returned by the post office, the registered mail delivery notification, etc.); and
- 4. A copy of any envelope or tracking from post office of delivered letter returned by the post office shall be attached to the return of service.
- 5. Photos to be taken at the place of service, vehicles at the place of service, and a skip trace of defendant.

The return of service of the person executing service pursuant shall otherwise be made accordance with TRCP Rule 501.