

# HOW TO SERVE A PPO or MOTION

**If your Personal Protection Order has been granted, denied with a hearing, or you have filed a motion -- you MUST print and have one copy of all of the paperwork personally served on the other party. *See below the four acceptable methods of service:***

## 1. The Sheriff's Department

- The Civil Division of the Sheriff's Department is located at 120 S. Heisterman Street, Bad Axe and can be reached at (989) 269-9910.
- Fees for service vary. See Civil Process Service Fee Schedule
- The Huron County Sheriff - Civil Division does not serve outside of Huron County.

## 2. Process Server

- Process servers can be found online. The fee is typically determined by the distance that the process server must travel in order to complete service.

## 3. Registered or Certified Mail w/Return Receipt

- Send the PPO paperwork through registered or certified mail w/return receipt requested, delivery restrict to the addressee (respondent).
  - If the respondent does not sign the green receipt, the respondent has not been served.
- When you receive the signed green receipt back in the mail, attach it to the "Proof of Service," complete and sign the "Proof of Service" in front of a notary. Notary service is offered through the Huron County Clerk's Office.
- Once it is signed and notarized, it needs to be filed at the Huron County Clerk's Office.

## 4. Neutral Third Party

- You may have an adult friend or relative (over the age of 18), who is NOT involved in the situation for which you are getting the PPO, serve the respondent. After serving the respondent, the third party will complete the "Proof of Service" and sign it in front of a notary.
- Once signed and notarized, it needs to be filed at the Huron County Clerk's Office.

Motions to terminate, modify, or show cause must be served at least seven days before the hearing. A motion to enter or a denial with a hearing set by the court must be served one day before the hearing, except for sexual assault PPOs which requires two day's notice.

If the respondent cannot be served, you must get an affidavit from the Sheriff's Department or a Process Server before filing a "Motion for Alternate Service."

**Huron County Clerk's Office: (989) 269-9942**