

Checklist for Alternative Service

- You must complete a form before you file it. These instructions will help you complete the forms.
- The judicial services representative cannot complete a form for you.
- Keep a copy of all documents for your records.
 - Attend all court hearings.

(1) Also see Utah Rule of Civil Procedure 4(d) governing alternative service.

(2) Motion for Alternative Service

- Print your name and contact information at the top of the first page. Check whether you are the Plaintiff/Petitioner or the Defendant/Respondent or the attorney for the Plaintiff/Petitioner or the Defendant/Respondent.
- Complete the heading exactly as it appears in the Complaint or Petition.
- Paragraph (1): Print the title of the document that you are trying to serve and the name of the person to be served.
- Paragraph (2): Attach the statement supporting the motion.
- Paragraph (3): Check the box next to the methods by which the person to be served is most likely to receive actual notice of the document you are trying to serve.
 - Include specific information appropriate for each method selected.
 - You can use more than one method. For example, you might publish the Complaint and Summons on the court's website and send the defendant a text message with the URL.
- Paragraph (4): Check the box that designates the person you want to serve the document.
- Paragraph (5): In addition to serving the document, you can ask the court to allow you to communicate to the person that the document has been served and how it has been served. Check the boxes and print the names and numbers that describe how best to contact the person to be served.
- Date and sign the form.
- Attach the Statement Supporting Motion for Alternative Service.
- Attach the Order on Motion for Alternative Service.
- If the document will be served by publication, attach the document to be published.
- File the original form with the judicial services representative.

(3) Statement Supporting Motion for Alternative Service

- Print your name and contact information at the top of the first page. Check whether you are the Plaintiff/Petitioner or the Defendant/Respondent or the attorney for the Plaintiff/Petitioner or the Defendant/Respondent.
- Complete the heading exactly as it appears in the Complaint or Petition.
- Paragraph (1): Describe the date and circumstances of your last contact with the person to be served.
- Paragraph (2): Describe what you have done to try to find and serve the person in the usual ways. For more information about locating someone see our webpage at: http://www.utcourts.gov/howto/service/finding_people.html.
- Paragraph (3): Describe why those steps have failed.
- Paragraph (4): Check the box next to Paragraph (4) if it applies and describe why you think the person is avoiding service.
- Paragraph (5): Check the box next to the methods by which the person is most likely to receive actual notice of the document you are trying to serve.
 - Include specific information appropriate for each method selected.
- Paragraph (6): Check the box next to Paragraph (6) if it applies and check the boxes and print the names and numbers that describe how best to communicate to the person that the document has been served and how it has been served.
- Paragraph (7): Describe why you think the methods you have chosen are likely to give the other party actual notice of the document you are trying to serve.
- Date and sign the form.
- File the form with the Motion.

(4) Findings of Fact, Conclusions of Law, and Order on Motion for Alternative Service

- Print your name and contact information at the top of the first page. Check whether you are the Plaintiff/Petitioner or the Defendant/Respondent or the attorney for the Plaintiff/Petitioner or the Defendant/Respondent.
- Complete the heading exactly as it appears in the Complaint or Petition.
- Do not complete the rest of the form. Do not date or sign the form. The judge or commissioner will do this.
- File the form with the Motion.

(5) Summons for Publication

- Complete and file the Summons for Publication only if it applies.
 - The Summons for Publication is different from a regular Summons that is normally served on the Defendant/Respondent with the Complaint/Petition.

- Many of the alternative service methods will permit you to serve the regular Summons (such as an e-mail attachment or publishing on the court's website), in which case use the regular summons.
 - If the method of alternative service you are asking for does not permit delivering a regular Summons with the Complaint/Petition (such as publication in a newspaper), attach the Summons for Publication. If a document other than a Summons is going to be published, attach that document.
- Complete the heading exactly as it appears in the Complaint or Petition.
 - Print the name of the person to be served.
 - If known, print the last date on which the document will be published. Or the publisher will add this information to the publication.
 - Print the name and address of the court in which you filed the case.
 - Print your name and address or, if you are represented, that of your attorney.
 - Print the phone number of the court in which you filed the case.
 - Print a brief description of what the case is about.
 - Date and sign the form.
 - File the form with the Motion.
 - If the motion to serve this summons by publication is granted, present it to the publisher and advise them to include the last date on which it will be published.

(6) Proof of Alternative Service

- Print your name and contact information at the top of the first page.
- Complete the heading exactly as it appears in the Complaint or Petition.
- Print the date on which you completed service. If service was by publication, this is the last date on which the document was published. If service was by publication, attach the Proof of Publication form issued by the publishing newspaper. Print the name of the person you served. Print the title of the document that you served.
- Check the box next to the methods by which you served the person to be served
 - Include specific information appropriate for each method selected.
 - The methods selected must match the methods ordered by the court.
- Date and sign the form.
- File the original form with the judicial services representative.