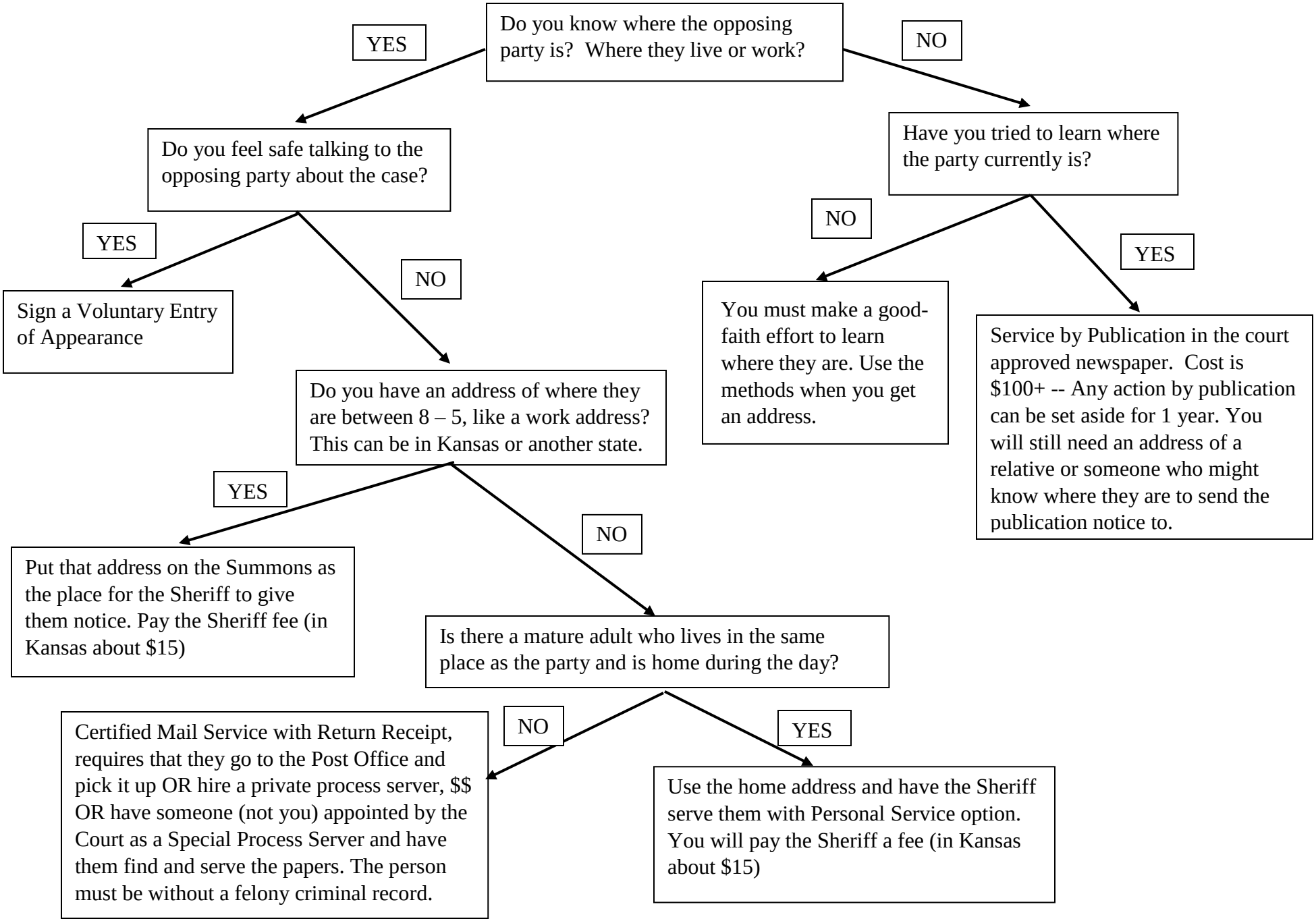
Do you know where the opposing party is? Where they live or work?
YES
NO
Do you feel safe talking to the opposing party about the case?
YES
NO
Sign a Voluntary Entry of Appearance
Do you have an address of where they are between 8 – 5, like a work address? This can be in Kansas or another state.
YES
NO
Put that address on the Summons as the place for the Sheriff to give them notice. Pay the Sheriff fee (in Kansas about $15)
Is there a mature adult who lives in the same place as the party and is home during the day?
NO
YES
Certified Mail Service with Return Receipt, requires that they go to the Post Office and pick it up OR hire a private process server, $$ OR have someone (not you) appointed by the Court as a Special Process Server and have them find and serve the papers. The person must be without a felony criminal record.
Use the home address and have the Sheriff serve them with Personal Service option. You will pay the Sheriff a fee (in Kansas about $15)
Have you tried to learn where the party currently is?
NO
YES
You must make a good-faith effort to learn where they are. Use the methods when you get an address.
Service by Publication in the court approved newspaper. Cost is $100+ -- Any action by publication can be set aside for 1 year. You will still need an address of a relative or someone who might know where they are to send the publication notice to.