

## Rule 17.400—Form 406: *Directions for Service of Original Notice*

**Petitioner:** Complete this form if the sheriff or a process server will deliver the Petition and Original Notice to Respondent.

- Do not use this form if Respondent has already received the Petition and Original Notice and signed an Acceptance of Service (form 405).
- Do not file this form with the clerk of court in paper or electronically.
- Give this form to the sheriff or other process server with your Petition (form 401) and Original Notice (form 404 if electronically filing or form 404a if filing in paper).

***If you do not understand how to use this form, or if you should use this form, talk to an attorney.***

\_\_\_\_\_  
*County where Petition is filed*

\_\_\_\_\_  
*Equity case number*

### 1. Name and Location of Sheriff or Other Process Server

*Check one and fill in the blanks*

A. ☐ Sheriff *In county where Respondent will be served*

\_\_\_\_\_  
*County*

\_\_\_\_\_  
*Street address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*ZIP code*

B. ☐ Other process server

\_\_\_\_\_  
*Name of other person serving the Notice*

\_\_\_\_\_  
*Street address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*ZIP code*

### 2. Person to be Served

\_\_\_\_\_  
*The other parent's name*

(\_\_\_\_\_) \_\_\_\_\_  
*Phone number*

\_\_\_\_\_  
*Address where the other parent can be served*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*ZIP code*

### 3. Person Requesting Service

\_\_\_\_\_  
*Your name*

(\_\_\_\_\_) \_\_\_\_\_  
*Phone number*

\_\_\_\_\_  
*Your present mailing address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*ZIP code*

### 4. Special Instructions for Service *Provide information that will help the sheriff or process server in delivering papers to Respondent.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 5. Costs of Service

*Check one*

- A. ☐ Petitioner will pay the costs of the Sheriff or other process server.

*If you cannot afford the costs, file form 409.*

- B. ☐ Costs for Sheriff deferred by court order: \_\_\_\_\_  
*Clerk of court: Sign only if costs deferred  
by court order*

## 6. Notification

After completion of service, the sheriff or other process server will notify the person requesting service.

\_\_\_\_\_, 20\_\_\_\_  
*Date Signed: Month Day Year Your signature*