

INSTRUCTIONS: Service of Petition and Proof of Service Filing

Use these instructions to serve the Petition on your parents and legal guardians and file proof of service with the court.

NOTE: Your parent(s) and legal guardian(s) have the right to receive a copy of your **Petition for Emancipation**, and to object and challenge the information in it. It is your obligation to serve (or deliver) a filed copy of this petition, and to prove to the Court that they have properly received the petition. A **failure to properly serve** your parent(s) and legal guardian(s) may result in a delay of your request to be emancipated, or even give cause for the Court to deny it entirely.

Any delay in providing Proof of Service may result in further delays of your possible emancipation. It is highly recommended that you perform steps 1 and 2 below within one day after filing your Petition for Emancipation. Steps 4 and 5 should be completed one day after you receive the Return Receipt from step 3.

For each parent or guardian to be served:

1. When you filed your original **Petition for Emancipation**, the Clerk's Office returned a copy for you and your records, and a copy for each of your parent(s) and legal guardian(s) listed on your **Petition for Emancipation**.
2. Individually mail a copy of the **Petition for Emancipation** to each of the parent(s) and legal guardian(s) you indicated on the **Petition for Emancipation**.

IMPORTANT: These must be mailed by Certified Mail "Return Receipt Requested". Contact your local U.S. Post Office to perform this step.

3. Once delivered to the parent(s) and legal guardian(s), the Post Office will deliver the **Return Receipt** to you. **DO NOT LOSE THIS RECEIPT.**
4. Complete a **Proof of Service** form for each parent(s) and legal guardian(s). Fill in the information requested on the form, and use transparent tape to attach the **Return Receipt** to the **Proof of Service** form in the space provided. **MAKE SURE YOU HAVE THE PROPER RETURN RECEIPT WITH THE PROPER PROOF OF SERVICE FORM.**
5. Take the completed **Proof of Service** forms to your Court Clerk's Office to be properly filed.