

# EVICTON PROCESS

## When Occupant Does Not Answer the Door

### POSTING

- Process server tapes Eviction Notice(s) to front door (one per defendant). *We recommend posting to front door and garage.*
- Process server takes photo of posted Eviction Notice(s).

### MAILING

- Process server mails each defendant a copy of the Eviction Notice via **Certified Mail with Return Receipt.**
- Process server retains certified mailing receipt.

### AFFIDAVIT OF SERVICE

- Process server prepares packet with: affidavit of service, photo of posting, & certified mail receipt.
- Process server can file affidavit packet with the court. **-OR-**
- Process server sends affidavit packet to landlord for filing.

### WHAT TO EXPECT

If process server files with the court...

- Process server will email/mail **court-stamped copy of Affidavit of Service** to landlord. Landlord waits for trial.

If process server DOES NOT file with the court...

- Process server will email/mail **signed original Affidavit of Service, certified mail receipt, & photo of posting** to landlord. Landlord files with the court.