



# Legal Assistance Center

## Motion for Alternate Service

This packet contains:

- Motion for Alternate Service
- Order for Alternate Service

This packet can only be used if:

- You are unable to serve the Defendant
- You have made multiple attempts to serve or find the Defendant
- The summons in your case has not expired

The mission of the Legal Assistance Center is to help people be informed, be prepared, and be heard by providing information, resources, and connections. The Legal Assistance Center is a nonprofit organization. It is not part of the court.

The Legal Assistance Center is open to the public Tuesday-Friday 8:30 am to 5:00 pm. For information by phone call 632-6000.

180 Ottawa Ave. NW, Grand Rapids, MI 49503

(616) 632-5480

PLAINTIFF:

DEFENDANT:

**VERIFIED MOTION FOR ALTERNATE SERVICE**

I move this Court to enter an order for alternate service as follows:

1. Defendant's last known address is listed above.
2.  I believe that address above is current.  
 I do not believe the address is current and the Defendant has disappeared since \_\_\_\_\_ (date).

3. I did the following things to attempt to serve the Defendant at the address above:

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4. I  do **OR**  do not know the location of any friends or family members of Defendant.

5. I have done the following things to attempt to locate the Defendant:

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6. A verification of process server  is **OR**  is not attached.

7. I have been able to locate the Defendant via the internet by (check all that apply):

- Email       Facebook       Twitter       Instagram

8. I cannot reasonably serve Defendant personally or by certified mail for the reasons set forth above.

9.  The fees and costs have been waived and I ask the court to order the county or funding unit to pay the cost of alternate service pursuant to MCR 2.002(F).

I request that the Court enter an Order for Alternate Service by:

A.  First class mail to the following address: \_\_\_\_\_

\_\_\_\_\_

B.  Tacking or firmly affixing to the door at the following

address: \_\_\_\_\_

C.  Delivering at the following address \_\_\_\_\_

\_\_\_\_\_

to a person of defendant's household who is of suitable age and discretion to receive process, with instructions to deliver promptly to Defendant.

D.  Posting a copy of the Summons and Complaint for \_\_\_\_\_ at this courthouse, 82 Ionia FOC bulletin board, 300 Monroe Ave. Monroe bulletin board.

E.  Publication of a legal notice in the Grand Rapids Legal News once a week for three consecutive weeks.

F.  Publication of a legal notice in a paper of general circulation in the city of \_\_\_\_\_ once a week for three consecutive weeks.

G.  Posting/sending a picture of the Summons and Complaint for \_\_\_\_\_ to the Defendant via:

Email at the following address: \_\_\_\_\_

Facebook

Twitter

Instagram

H.  Order the county or funding unit to pay the cost of publication or posting pursuant to MCR 2.002(F).

I.  Other: \_\_\_\_\_

\_\_\_\_\_

J. Any other relief the court finds fair and equitable.

**I declare that the above statements are true to the best of my knowledge, information, and belief.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

180 Ottawa Ave. NW, Grand Rapids, MI 49503

(616) 632-5480

PLAINTIFF:

DEFENDANT:

**ORDER FOR ALTERNATE SERVICE**

**THE COURT FINDS:**

Service of process upon the defendant cannot reasonably be made as provided in MCR 2.105 or MCR 2.107(B)(1)(b) and service of process may be made in a manner that is reasonably calculated to give the defendant actual notice of the proceedings and an opportunity to be heard.

**IT IS ORDERED:**

Service of the Summons and Complaint for \_\_\_\_\_ and a copy of this order shall be made by the following method(s):

- A.  First class mail to the following address: \_\_\_\_\_  
\_\_\_\_\_
- B.  Tacking or firmly affixing to the door at the following address: \_\_\_\_\_  
\_\_\_\_\_
- C.  Delivering at the following address \_\_\_\_\_  
\_\_\_\_\_

to a person of defendant's household who is of suitable age and discretion to receive process, with instructions to deliver promptly to Defendant.

- D.  Posting a copy of the Summons and Complaint for \_\_\_\_\_ at this courthouse, 82 Ionia FOC bulletin board, 300 Monroe Ave. Monroe bulletin board.
- E.  Publication of a legal notice in the Grand Rapids Legal News once a week for three consecutive weeks.
- F.  Publication of a legal notice in a paper of general circulation in the city of \_\_\_\_\_ once a week for three consecutive weeks.

- G.  Posting/sending a picture of the Summons and Complaint for \_\_\_\_\_ to the Defendant via:  
 Email at the following address: \_\_\_\_\_  
 Facebook  Twitter  Instagram

**IT IS FURTHER ORDERED:**

- H.  Order the county or funding unit to pay the cost of publication or posting pursuant to MCR 2.002(F).

- I.  other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judge, 17th Circuit Court