

Server Checklist

SERVICE

- Read the instructions. If it says personal service only NEVER sub-serve.
- Make sure you can serve on a Sunday or Holiday.
- Check your instructions to see if you need to initial, date and time stamp the documents or if you need married/military status.

SUB-SERVICE (BUSINESS SERVICES ALSO)

Did you:

- Read your instructions. Are you allowed to sub-serve? What attempt and what age?
- Get the full name of the person served and their relationship to the person being served (mother, son, or title of a business)
- Make sure you can serve on a Sunday or Holiday.
- Check your instructions to see if you need to initial, date and time stamp the documents or if you need married/military status (of person actually being served – not the one accepting)

ATTEMPTS

Did you:

- Verify the person lives there with a neighbor (for a business check the building directory or neighboring business)
- Ask for the name of person who answered the door and check their ID (ID refused – it's them. Serve them)
- Put complete comments in the system (no lights on, no car in drive, etc. Feel free to use the canned comments menu)
- Leave the "sticky note" for contact

NON-SERVICE

Did you:

- Verify the person lives there with a neighbor (for a business check the building directory or neighboring business)
- Ask for the name of person who answered the door and check their ID (ID refused – it's them. Serve them)
 - THE JOB CANNOT BE NON-SERVED WITHOUT ONE OF THE TWO ABOVE
- Put complete comments in the system (no lights on, no car in drive, etc. Feel free to use the canned comments menu)

SERVING SOMEONE OTHER THAN THE NAMED PERSON

When you serve someone other than the named person (or an authorized person at a business) remember to click on the name of the person being served, click "duplicate" and put the first and last name of the person being served and their relationship or title in the "relationship" box. Remember to always save.