To: [Name of Process Server/Agency]
From: [Your Name]
Date: [Current Date]

RE: INSTRUCTIONS FOR PERSONAL SERVICE OF DIVORCE PETITION

Case Name: [Your Name] v. [Spouse's Name]
Case Number: [Insert Case Number]
Court: [Name of Court, e.g., Family Court of County Name]

Dear Process Server,

Please find enclosed the following legal documents to be served personally upon the Respondent:

- Summons
- Petition for Dissolution of Marriage (Divorce)
- [List any other documents, e.g., Financial Affidavits, Standing Orders]

Respondent Information:

- **Name:** [Spouse's Full Name]
- **Primary Address:** [Home Address where service should be attempted]
- **Secondary Address:** [Work Address or alternative location]
- **Physical Description:** [Age, height, weight, hair color, glasses, etc.]
- **Photo:** [Note if a photo is attached or not]
- **Best Time to Serve:** [e.g., Weekdays after 6:00 PM]

Special Instructions:
[Insert any safety warnings, vehicle descriptions, or specific gate codes here.]

Requirements:

1. Service must be **Personal** (handed directly to the Respondent).
2. Once service is complete, please provide a notarized **Affidavit of Service** (Proof of Service) to my address listed below or file it directly with the court if previously agreed.
3. If you are unable to effect service after multiple attempts, please contact me immediately for further instructions.

Payment in the amount of $[Amount] is [enclosed / has been paid via online portal].

Please confirm receipt of these documents.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]
[Your Mailing Address]