

Superior Court of Washington, County of \_\_\_\_\_

In re:

Petitioner/s (*person/s who started this case*):

\_\_\_\_\_

And Respondent/s (*other party/parties*):

\_\_\_\_\_

No. \_\_\_\_\_

Order to Allow Service by Mail  
(ORRSR)

**Order to Allow Service by Mail**

1. The court has considered the *Motion to Serve by Mail* filed by the (*check one*):  
 Petitioner  Respondent. The *Motion* shows a valid reason to serve by mail.

2. The requesting party may serve the *Summons* and *Petition* in this case by mail to  
(*name*): \_\_\_\_\_ as follows:

to his/her last known mailing address:

\_\_\_\_\_ *street number or P.O. box* *city* *state* *zip*

to this other appropriate address:

Addressed to him/her:  directly  in care of (*name*): \_\_\_\_\_  
at:

\_\_\_\_\_ *street number or P.O. box* *city* *state* *zip*

other: \_\_\_\_\_


\_\_\_\_\_

\_\_\_\_\_


**3. To Serve by Mail:**

- The requesting party may use the *Summons by Mail* form (FL All Family 106).
- The *server* must be someone age 18 or older who is **not** a party to this case.
- The *server* must mail **two copies** of the court papers to each address listed above.
  - Mail one copy of the court papers by regular, prepaid first class mail.
  - Mail the other copy by certified mail, with return receipt requested.
- Each envelope must show the requesting party's (not the *server's*) return address. The return address may be the requesting party's lawyer's address or any other address where the requesting party agrees to receive legal papers.
- Fill out and file a *Proof of Service by Mail* (form FL All Family 107).

**Ordered.**

\_\_\_\_\_  \_\_\_\_\_  
*Date* *Judge or Commissioner*

Presented by:  Petitioner or his/her lawyer  Respondent or his/her lawyer

 \_\_\_\_\_ \_\_\_\_\_  
*Sign here* *Print name (if lawyer, also provide WSBA #)*