**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 their last known mailing address:

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

[ ] to this other appropriate address:

Addressed to them: [ ] 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 lawyer [ ] Respondent or lawyer

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