



TIMOTHY M. KENNY
CHIEF JUDGE

KATHLEEN M. MCCARTHY
PRESIDING JUDGE

THE CIRCUIT COURT
FOR THE THIRD JUDICIAL CIRCUIT OF MICHIGAN
FAMILY DIVISION – FRIEND OF THE COURT

ZENELL B. BROWN
EXECUTIVE COURT ADMINISTRATOR

ERIN LINCOLN
FRIEND OF THE COURT

**HOW TO SERVE YOUR MOTION TO MODIFY, TERMINATE OR EXTEND A
PERSONAL PROTECTION ORDER**

A motion to modify, terminate, or extend a PPO MUST be personally served at least 7 days before the Motion date.

You can use any one of the following methods:

1. PROCESS SERVER/COURT OFFICER

Fee: Varies (must pay for services in advance)

Step 1: Locate a Process Server or Court Officer and make arrangements to have your PPO served. Process Servers can be found in the Yellow Pages or through an internet search. A copy of approved Court Officers can be [found here](#).

Step 2: Email/give the Process server two copies of the Motion, Additional Arguments, and Proof of Service. The Process Server will serve the non-moving party with one copy, then complete the other copy of the Proof of Service, have them notarized and return to you.

Step 3: Once you receive notarized copies from the Process Server, make a copy for your records and then you must scan and email or take a picture of and email the Proof of Service to PPO@3rdcc.org.

2. THIRD PARTY

Fee: No cost (There can be a notary fee).

A third party can be anyone other than yourself who is 18 years of age or older. This can be a friend, family member, neighbor, co-worker or other individual.

Step 1: Email/give the server two copies of the Motion, Additional Arguments, and Proof of Service.

Step 2: The server will need to give a copy of the Motion, Additional Arguments, and Proof of Service to the Respondent. These forms should be handed to the Respondent personally. After serving the Respondent, the server must complete

the back of the other copy of the Proof of Service, and have his or her signature notarized on the forms.

Step 3: The server will need to give the copy to you once it is completed and notarized. Make a copy for your records, then you must scan and email or take a picture of and email the Proof of Service to PPO@3rdcc.org.

3. RESTRICTED DELIVERY CERTIFIED MAIL

Fee: Approximately \$10.00

Step 1: Go to any U.S. Post Office. Tell the postal clerk that you would like to send your PPO certified mail, restricted delivery.

Step 2: Pay the postal fee and mail a copy of the Petition for Personal Protection Order, Verified Addendum to Petition for a PPO along with the Personal Protection Order to the Respondent.

Step 3: Wait for the green return card to be mailed to you from the Post Office. The return card must have Respondent's signature. If the Respondent is a minor, the green return card must be signed by the Respondent's parent or guardian. NOTE: Service by restricted delivery is not complete upon mailing, but when the party served signs the restricted delivery card.

Step 4: Once you receive the green return receipt (with Respondent's signature) from the post office, complete the back of the other two copies of the PPO. Once you have completed the proof of service forms, you must have your signature notarized on these forms. Make a copy for your records and then you must scan and email or take a picture of and email the Proof of Service to PPO@3rdcc.org.

MAKE COPIES OF ALL DOCUMENTS FOR YOUR RECORDS

IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT THE PROOF OF SERVICE FORMS ARE PROPERLY COMPLETED AND EMAILED BACK TO THE COURT 3 DAYS BEFORE YOUR SCHEDULED HEARING AT PPO@3rdcc.org. FAILURE TO DO SO WILL RESULT IN YOUR HEARING BEING ADJOURNED OR DISMISSED.

If you are unable to have the non-moving party timely served with the Hearing Notice/Motion, you must contact the PPO Courtroom Director, Dennis Donahue, at Dennis.Donahue@3rdcc.org or 313-224-0120 to request an adjournment.