

THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
NH CIRCUIT COURT

6th Circuit - Family Division - Hillsborough
15 Antrim Road Box #3
Hillsborough NH 03244

Telephone: 1-855-212-1234
TTY/TDD Relay: (800) 735-2964
<http://www.courts.state.nh.us>

INSTRUCTIONS FOR SERVICE

FILE COPY

Case Name: **In the Matter of Jennifer Eber and Gordon MacDonald**
Case Number: **644-2020-DM-00107**

Enclosed please find two (2) copies of the Petition for Divorce in the above-entitled matter, with the Order of Notice attached. It is now your responsibility to ensure that a true copy of your Petition is served on Gordon MacDonald.

To serve the Petition on Gordon MacDonald, you must select one of the following options.

(1) Certified Mail - Mail one (1) copy to Gordon MacDonald **certified mail, return receipt requested, restricted delivery no later than** October 22, 2020. Once you receive the return receipt from the post office, attach it to the additional copy of the Petition and return it to the Court immediately. If the certified mail is returned to you as unclaimed or undeliverable, attach the letter returned from the post office to the additional copy and return it to the Court immediately.

OR

(2) Sheriff's Service - Contact the appropriate County Sheriff's Department **immediately** to arrange service on Gordon MacDonald. You will need to mail or deliver both copies of the enclosed, **along with a Sheriff's Service Fee**, to the Sheriff's Department and advise them that service must be made no later than November 10, 2020. If the Sheriff's Department is able to complete service, they will serve the other party with one of the enclosed copies. The other copy will be returned to you and the sheriff will note on this copy, called the Return of Service, where and when the other party was served. When the Return of Service is mailed back to you (successfully or unsuccessfully served), you are to mail it to the Court immediately.

If you have any questions regarding the above procedure, please call this Family Division immediately.

Sincerely,

Nancy Ringland

Nancy E. Ringland, Clerk of Court

October 15, 2020
(644292)
C: Jennifer Eber
Enclosures