

Case Name: \_\_\_\_\_

Case No.: \_\_\_\_\_

## **Actions Taken to Show Due Diligence**

As the person who filed this case (the “Petitioner”), you have an obligation to notify the other party (the “Respondent”) so that he or she can participate. The process of formally notifying the other party that a lawsuit (i.e. petition for dissolution of marriage) has been filed is called “service.”

The case cannot go forward without proper service. If you have not been able to have the Respondent served in person, you may, as a last resort, seek to publish notice of the case in a local newspaper by filing an Affidavit for Service by Publication with the Office of the Clerk of the Circuit Court.

This worksheet includes questions the judge may ask to decide if publication is appropriate. Use this worksheet to organize your notes on the steps you took to locate the Respondent.

Please note that if in the process of completing this worksheet you get a current address for the Respondent, you should have the Sheriff’s Office serve them at that location.

**1. Have you given the Sheriff’s Office (1) a copy of your summons, (2) a copy of the petition you filed to start your case, and (3) the Respondent’s last known address?**

a. Yes, and I am still seeking permission to serve the Respondent by publication because \_\_\_\_\_  
\_\_\_\_\_

b. No, because \_\_\_\_\_  
\_\_\_\_\_

**2. Is there a history of domestic violence between you and the Respondent?**

a. Yes, and I do not feel safe contacting them.

b. Yes, and I do not think the Respondent will feel safe if I contact them.

c. No.

If you selected options A or B, complete the rest of this worksheet and whatever search attempts you can, but do not attempt to contact the Respondent directly.

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3. How long has it been since you last spoke to, texted, emailed or otherwise communicated with the Respondent? \_\_\_\_\_

4. Have you asked the Respondent's friends or family for the Respondent's contact information?

a. Yes, and I still can't find them because \_\_\_\_\_  
\_\_\_\_\_

b. No, because \_\_\_\_\_  
\_\_\_\_\_

5. Have you contacted the Respondent's most recent employer to see if the Respondent still works there?

a. Yes, and I still can't find them because \_\_\_\_\_  
\_\_\_\_\_

b. No, because \_\_\_\_\_  
\_\_\_\_\_

6. Have you searched for the Respondent on the internet (i.e. Facebook, LinkedIn, Google, beenverified.com, whitepages.com, military database: <https://scra.dmdc.osd.mil/scra/#/home>)?

a. Yes, and I still can't find them because \_\_\_\_\_  
\_\_\_\_\_

b. No, because \_\_\_\_\_  
\_\_\_\_\_

7. Do you know any other information about the Respondent that may help you find them?

a. Yes, I know that the Respondent \_\_\_\_\_  
and I still can't find them because \_\_\_\_\_  
\_\_\_\_\_

b. No, because \_\_\_\_\_  
\_\_\_\_\_