

| TYPE OF PAPER | HOW SERVED |
|---|---|
| General Summons & Alias Summons (Individual) | Personal or Substitute service (over 13 years of age at the residence – abode service) |
| General Summons (Business) | Service may be made upon any responsible employee |
| General Summons (Corporation) | Service may be made upon any officer of corporation, registered agent, or authorized person |
| Subpoenas (Criminal & Civil) | Personal service only – substitute service NOT allowed |
| Order of Protection | Personal service only – substitute service NOT allowed |
| Landlord’s Notice (Five or Three Day Notice) | Personal or Substitute service (over 13 years of age at the residence – abode service) |
| Forcible Detainer | Personal or substitute service |
| Citations (Citation to Discover Assets) | Personal or substitute service |
| Rule to Show Cause | Personal service only – substitute service NOT allowed |
| Executions - Writs of Restitution - Writs of Assistance | Personal or Substitute service (over 13 years of age at the residence – abode service) |
| Garnishments - Wage Deduction Summons | Served on the employer |
| Alias Summons to Confirm Judgment | Serviced on the employer |
| Summons to Confirm Judgment by Confessions | Personal or Substitute service (over 13 years of age at the residence – abode service) |
| Divorce | Personal or Substitute service (over 13 years of age at the residence – abode service) |