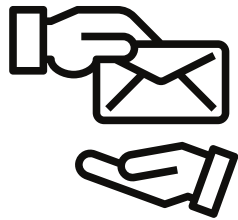


Service instructions for customers not using TrueFiling

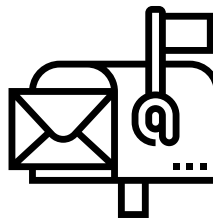
When you file a paper with the court, you have to give a copy to the person on the other side of your case and tell the court how you gave them the copy. This is called “**serving**” the other side.

The Judge cannot read your court paperwork or take any action in your case until you explain how you gave a copy of the papers to the other side, or their attorney if they have one. This is usually done by filling out a **Certificate of Service**.

The Certificate of Service explains to the Judge that you gave copies to the other side by:



Hand Delivery



Mail



Email

Every document must have a Certificate of Service that is true and includes the following information:

Certificate of Service

I certify on 6/11/25 at 3:00 pm [date/time] I gave a copy of this document **and** any attachments by ☒ mail. ☐ hand-delivery. ☐ TrueFiling. ☐ email. [You can only use email if the other party provided an email address to the court].

I served these people: Jane Otherside

Signature: Joe Party

Most court forms will have a Certificate of Service you can fill out. If the form does not, or you are using your own forms, you can:

- Attach form TF-700. This form is available online at ak-courts.info/tf700, or you can ask for a paper copy from the court clerk.
- Write your own Certificate of Service on your paperwork. See the example above for what it must include.

Certificate of Service is needed for every document **except** if you are just starting your case. The documents to start your case, the Complaint and the Summons, require a Proof of Service. You can get a Proof of Service by using a licensed process server or the post office return receipt for certified mail, restricted delivery.