

SMALL CLAIMS PROCEDURE FOR SERVICE OF SUMMONS BY CERTIFIED MAIL

For each defendant listed on the complaint that you want served by certified mail, prepare a **9" by 12" envelope** and postal forms as described below. See pages 2 - 4 for examples of a completed envelope and postal forms. The court does not provide envelopes. Envelopes may be purchased from stationery stores and the U.S. Post Office.

STEP 1: PREPARE ENVELOPE

1. Address the 9" x 12" envelope to the defendant.
2. Put the **court's** return address in the upper left corner.
3. **Put sufficient postage on the envelope to mail it by certified mail, restricted delivery, return receipt requested before filing at the court.**

NOTE: If you have several supporting documents attached to your complaint, you should have the packet weighed to determine if the mailing cost will be higher. Remember to include the [Small Claims Handbook](#), [Complaint](#), [Summons](#) and [Answer](#) forms in the packet when you have it weighed.

STEP 2: PREPARE POSTAL FORMS

1. Fill out a Receipt for Certified Mail. Be sure to include the total postage amount. Attach the sticker portion next to the court's return address at the top of the envelope. Do **NOT** detach the bottom portion of the receipt.
2. Beneath the certified mail sticker on the envelope, write "Return Receipt Requested, Restricted Delivery."
3. Fill out a green postal receipt card:

Front: Fill in the **court's name and address** so the card will be returned to the court.

Back:

- In the "Article Addressed To" box, fill in defendant's name and address, write "Restricted Delivery," and write the total postage amount.
- In the "Article Number" box, write the certified mail number.
- In the "Service Type" box, check "Certified Mail."
- Check the "Restricted Delivery" box.

Do **NOT** attach the green card to the envelope.

STEP 3: RETURN PACKET TO COURT

Return forms, envelope and green card to the clerk. Pay the court's fee for service by certified mail for each defendant plus the filing fee. The service by certified mail fee and the filing fee are listed in [Administrative Rule 9](#). Send check or money order made out to "Alaska Court System." Do not mail cash.

The clerk will complete the summons and mail the packet to the defendant. The clerk will notify you when the green card is returned to the court by the Post Office and whether or not the defendant was served. If you have any questions or need assistance, please do not hesitate to ask the clerk.

SAMPLE ENVELOPE

(Envelope must be at least 9" X 12")

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT
OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

CERTIFIED MAIL™

(POSTAGE)

Alaska Court System
822 Marine Street
Somewhere, AK 99508



7005 1820 0003 5124 2101

RETURN RECEIPT REQUESTED
RESTRICTED DELIVERY

DAVID DEFENDANT
626 CIRCLE AVE
SOMEWHERE AK 99508

RECEIPT FOR CERTIFIED MAIL

| | |
|--|---------------------|
| U.S. Postal ServiceTM | |
| CERTIFIED MAILTM RECEIPT | |
| <i>(Domestic Mail Only; No Insurance Coverage Provided)</i> | |
| For delivery information visit our website at www.usps.com | |
| OFFICIAL USE | |
| Postage | \$ XXXX |
| Certified Fee | XXXX |
| Return Receipt Fee (Endorsement Required) | XXXX |
| Restricted Delivery Fee (Endorsement Required) | XXXX |
| Total Postage & Fees | \$ XXXX |
| Postmark Here | |
| Sent To | David Defendant |
| Street, Apt. No., or PO Box No. | 626 Circle Avenue |
| City, State, ZIP+4 | Somewhere, AK 99508 |
| PS Form 3800, June 2002 See Reverse for Instructions | |

The Post Office or www.usps.gov can provide these amounts.

It is the customer's responsibility to verify and prepay the total amount of postage required for mailing BEFORE filing at the court.

