THE PROCESS FOR LONG ARM SERVICE

Make sure you request service by long arm in your pleadings if the defendant is out of state

The Clerk of Court will mail you a packet for you to send to the defendant. It is your responsibility to send the documents to the defendant

You must send the documents to the other side via U.S. mail or a commercial courier like UPS or FedEx

You should get a return from the post office ("the green card") or the courier stating that it was delivered

Once you get the return, fill out the affidavit of long arm service, have it notarized, and file it into the record with the return attached

For divorces, you have to wait 30 days before you can get a default judgment

For other matters, you have to file the affidavit at least 30 days before the hearing

After 30 days, you can proceed as usual with your case