

SERVICE DATES: **Note: Please check with the court for dates, delays or scheduling questions**

7 Day Notice to Quit – can be served anytime as long as defendant is more than 7 days late on his/her rent, can be posted on the 3rd good faith attempt.

30 Day Notice to Quit – has to be served on/before rent due date, and run 30 days from that date, can be posted on the 3rd good faith attempt.

Contempt Subpoena and Motion for Contempt – **10 days** before hearing. (one service fee as they need to be served together). **IN HAND.**

Disclosure Subpoena – **10 days** before hearing. (Can be served to individual of suitable age & discretion).

Forcible Entry & Detainer – **7 days** before hearing.

Guardianship – **14 days** before hearing.

Motion – **7 days** before hearing.

Order – at sender's request. COULD BE IN HAND, depending on the order.

Statement of Claim (small claims) – **7 days** before hearing.

Summons and Complaints – **within 60 days** after filing or whatever is requested by the Attorneys as there might be a statute of limitation.

Witness Subpoena for Trial, Records or Deposition – check date on subpoena, give proper notice for Records and Deposition. **IN HAND**

Writ of Execution – **ASAP**, this is normally used to remove money from bank accounts.

Writ of Possession – **ASAP**, if it is used for an eviction, it gives the tenant **48 hours** to move out or they can be arrested for criminal trespassing. Can be posted after 3 good faith attempts on 3 separate days. **IN HAND IF PERSONAL PROPERTY.**

Writ of Replevin – **ASAP**, used to recover property. **IN HAND.**