

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")

Alaska Court System
822 Marine Street
Somewhere, AK 99508

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT
OF THE RETURN ADDRESS. HOLD AT DOTTED LINE

CERTIFIED MAILSM



7005 1820 0003 5124 2101

RETURN RECEIPT REQUESTED
RESTRICTED DELIVERY

DAVID DEFENDANT
626 CIRCLE AVE
SOMEWHERE AK 99508

(POSTAGE)

RECEIPT FOR CERTIFIED MAIL

7005 1820 0003 5124 2101

U.S. Postal Service [™]	
CERTIFIED MAIL [™] 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	
Send 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.

GREEN POSTAL RECEIPT CARD

(FRONT)

UNITED STATES POSTAL SERVICE		<div style="border: 1px solid black; padding: 2px; font-size: small;"> First-Class Mail Postage & Fees Paid USPS Permit No. G-10 </div>
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p align="center">* Sender: Please print your name, address, and ZIP+4 in this box *</p> <p align="center" style="font-size: large; margin-top: 20px;"> ALASKA COURT SYSTEM 822 MARINE STREET SOMEWHERE AK 99508-1234 </p> </div>		

(BACK)

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature _____ <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) _____ C. Date of Delivery _____</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>1. Article Addressed to:</p> <p align="center" style="font-weight: bold;"> DAVID DEFENDANT 626 CIRCLE AVENUE SOMEWHERE AK 99508 </p> <p align="center" style="font-weight: bold; margin-top: 10px;"> RESTRICTED DELIVERY </p> <p align="center" style="font-weight: bold; margin-top: 10px;"> Postage = \$ xxxx </p>	<p>3. Service Type</p> <p> <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D. </p> <p>4. Restricted Delivery? (Extra Fee) <input checked="" type="checkbox"/> Yes</p>
<p>2. Article Number <i>(Transfer from service label)</i></p>	<p align="center" style="font-size: large; font-weight: bold;">7005 1820 0003 5124 2101</p>
PS Form 3811, February 2004	Domestic Return Receipt