

# How Do I Serve My Papers?

In Connecticut, most papers must be served by state marshals. State marshals are sworn state officers and also independent contractors – they are **not** state employees. They run their own businesses.

## How do I find a state marshal to serve my Restraining Order Papers?

■ There is a state marshal on-duty in each family courthouse at 12:30 – 1:00 p.m. and 4:30 – 5:00 p.m. to serve your restraining order papers. Ask the clerk's office for information about the name of the on-duty marshal and where the on-duty marshal is located in the courthouse. There is **no cost** to you for service of restraining order papers. This cost is paid by the Judicial Branch. There are strict deadlines for service of restraining orders. **It is very important that you get your restraining order papers to the state marshal as soon as possible after issued by the court.**

■ **Out-of-County Restraining Orders:** If your restraining order must be served in another county, the on-duty marshal will help you transfer the papers to the on-duty marshal in the service county.

■ **Out-of-State Restraining Orders:** State marshals **cannot** serve restraining orders out of state. If you need a restraining order served out-of-state, you must **identify** and **call** an officer authorized to serve restraining orders in the service state. The laws vary from state to state. Often this is local law enforcement or a county sheriff. Note that the State Marshal Commission staff **cannot** assist you with identifying and contacting the proper officer for out-of-state service.

## How do I find a state marshal to serve my Civil Papers?

■ State marshals are appointed by county and generally must work only in their county of appointment. **Therefore, you must select a state marshal in the county where service needs to be made.** A list of state marshals by county is available on the Judicial Branch website. **Please Note: The State Marshal Commission staff cannot recommend a specific marshal and cannot contact a marshal for you.**

■ Once you have the appropriate state marshal list, **you must select and call the state marshal directly.** You may wish to select a marshal who is closest to the town of service to facilitate quick service and minimize mileage costs (if applicable).

■ **Fees for service of civil process** are outlined in General Statutes § 52-261. You should call the marshal prior to sending your papers to ensure that the marshal is available and to discuss the applicable fees.