

## When the Defendant Lives Outside Louisiana - Long Arm Service

Make sure you request service by long arm in your pleadings if the defendant is out of state. Service of legal documents is a due process issue and must be done correctly.

Upon filing the petition with the Clerk of Court, request an additional **certified copy** for your defendant.

**It is your responsibility to send the documents to the defendant correctly!**

You must send the documents to the defendant via certified registered U.S. mail or a commercial courier like UPS or FedEx with delivery confirmation.

You must require signature-required delivery. Upon signing, the USPS returns the signed green card to you. Another paid courier service will provide proof of signature.

Once you have the delivery evidence, then you complete the **Affidavit of Long Arm Service**, have it notarized, and file it into the court record with the actual signed slip attached

Defendant has **30 days to Answer** from the date you *filed* the affidavit. If the defendant files an answer within 30 days, the matter must be set for hearing.

### IMPORTANT!

If you have a hearing scheduled, the date cannot conflict with defendant's due process right of 30 days to answer. Let Clerk know of Long-Arm Service and set the hearing date further out.

After 30 days, you proceed with your case.

*This information is only a guide for self-represented litigants. It is not legal advice and should not be considered as legal advice.*