

III. Posted

1. Click 'New Attempt'
2. Make sure the address corresponds to the address the documents were Posted.
3. Make sure the time and date correspond to the time and date the documents were posted to the front door.
4. Go to 'Service Type' and select 'Posted'
5. Go to the 'Recipient' box and delete the intended recipient's name.
6. Enter POSTED in the 'Recipient' box.
7. Click 'Save Attempt'
8. Click 'New Affidavit'
9. Before signing the affidavit, go to the final attempt, delete 'Successful Attempt' and replace it with 'POSTED.'
10. Sign the affidavit.

IV. Personal/Individual

1. Click 'New Attempt'
2. Make sure the address corresponds to the address the documents were personally served.
3. Make sure the time and date correspond to the time and date the documents were personally served.
4. Go to 'Service Type' and select 'Personal/Individual.'
5. Click 'Save Attempt'
6. Click 'New Affidavit' and sign the affidavit.

VII. Government Agency

1. Click 'New Attempt'
2. Make sure the time and date correspond to the time and date the documents were served.
3. Make sure the address corresponds to the address that the documents were served.
4. Go to the 'Service Type' and select 'Government Agency'
5. Go to the 'Recipient' box, and delete the company name, along with any other information in the 'Recipient' box.
6. Enter the name of the person who was served the documents in the 'Recipient' box.
7. Go to 'Relationship' > Enter Value, type in the person's job title.
8. If the person's job title seems like a lesser position than a manager, enter the relationship as 'Authorized Agent.'
9. Enter any additional information about the attempt in the 'Description of Service Attempt' box if necessary.
10. Click 'Save Attempt'
11. Click 'New Affidavit' and sign the affidavit.

Seven Service Types



Hoosier Process Service
317-220-6946

I. Unsuccessful Attempt

1. Click 'New Attempt'
2. Make sure the time and date correspond to the time and date the service was unsuccessfully attempted.
3. Make sure the address corresponds to the address the service was unsuccessfully attempted.
4. Go to the 'Service Type' and select 'Unsuccessful Attempt.'
5. Indicate what occurred during the unsuccessful attempt in 'Desc. of Service' box.
6. Proof read the description.
7. Click 'Save Attempt'

II. Corporation

1. Click 'New Attempt'
2. Make sure the time and date correspond to the time and date the documents were served.
3. Make sure the address corresponds to the address that the documents were served.
4. Go to the 'Service Type' and select 'Corporation'
5. Go to the 'Recipient' box, and delete the company name, along with any other information in the 'Recipient' box.
6. Enter the name of the person who was served the documents in the 'Recipient' box.
7. Go to 'Relationship' > Enter Value, type in the person's job title.
8. If the person's job title seems like a lesser position than a manager, enter the relationship as 'Authorized Agent.'
9. Enter any additional information about the attempt in the 'Description of Service Attempt' box if necessary.
10. Click 'Save Attempt'
11. Click 'New Affidavit' and sign the affidavit.

V. Substitute Service - Abode

1. Click 'New Attempt'
2. Make sure the address corresponds to the address the documents were personally served.
3. Make sure the time and date correspond to the time and date the documents were personally served.
4. Go to 'Service Type' and select 'Substitute Service - Abode'
5. Go to the 'Recipient' box and delete the intended recipient's name.
6. Enter the name of the person who was served.
7. Go to the 'Relationship' drop down box, and select the appropriate relationship to the intended recipient.
8. If the relationship is not one of the choices in the 'Relationship' box, got to 'Enter Value' and type in the respective relationship.
9. Click 'Save Attempt'
10. Click 'New Affidavit' and sign the affidavit.

VI. Non-Service

1. Click 'New Attempt'
2. Make sure the address corresponds to the address of the non-service.
3. Make sure the time and date correspond to the non-service attempt.
4. Go to 'Service Type' and select 'Non-Service'
5. Go to 'Description of Service Attempt' and enter the reason for the non-service attempt.
6. Click 'Save Attempt'
7. Click 'New Affidavit' and sign the affidavit.