

HOW TO SERVE A PPO OR MOTION

If your Personal Protection Order has been granted, denied with a hearing, or you have filed a motion – you MUST print and have one copy of all of the paperwork personally served on the other party. There are four acceptable methods of service:

(1) The Sheriff Department

- The Civil Division of the Sheriff’s Department is located on the 1st floor of the Old County Building 10 N Main St, Mt Clemens and can be reached at 586.307.9383.
- Fees for service vary; please contact the Civil Division for the exact cost of service.
- Please be advised that only the Macomb County Sheriff – Civil Division can serve an inmate in the Macomb County Jail.
- The Macomb County Sheriff – Civil Division cannot serve outside of Macomb County.

(2) Process Server

- Process servers can be found online. The fee is typically determined by the distance that the process server must travel in order to complete service.

(3) Registered or Certified mail with Return Receipt

- Send the PPO paperwork through registered or certified mail with return receipt requested, delivery restricted to the addressee (respondent).
 - If the respondent does not sign the green receipt, the respondent has not been served.
- When you receive the signed green receipt back in the mail, attach it to the “Proof of Service”, complete and sign the “Proof of Service” in front of a notary.
- Once it is signed and notarized, scan and file the “Proof of Service” and receipt online in your MiFILE account (<https://mifile.courts.michigan.gov>).

(4) Neutral Third Party

- You may have an adult friend or relative (over the age of 18), who is not involved in the situation for which you are getting the PPO, serve the respondent. After serving the respondent, the third party will complete the “Proof of Service” and sign it in front of a notary.
- Once signed and notarized, scan and file the “Proof of Service” online in your MiFILE account (<https://mifile.courts.michigan.gov>).

Motions to terminate, modify, or show cause must be served at least seven days before the hearing. A motion to enter or a denial with a hearing set by the court must be served one day before the hearing, except for sexual assault PPOs which requires two days notice.

If the respondent cannot be served, you must get an affidavit from the Sheriff Department or a Process Server before filing a “Motion for Alternate Service.”

PPO Office: 586.469.7494
Turning Point 24 Hour Crisis Line: 586.463.6990