

IMPORTANT INFORMATION

Substituted Service is approved only where:

- (A) the applicant has made a reasonable attempt to locate and serve the other party; and
- (B) there is a reasonable probability that substituted service will result in actual notice to the person being served.

Examples of methods of Substituted Service:

1. by giving it to an adult person who apparently lives with the landlord or tenant;
2. by posting it in conspicuous place upon some part of the landlord's or tenant's premises;
3. by placing it in the mailbox or slipping it under the door of the landlord or tenant's premises;
4. by publishing in the newspaper in the area where the landlord or tenant is believed to live.

If a hearing was previously scheduled in this matter and this Application for Substituted Service is granted, the Division will set a new hearing date at the same time.