6-14/120.30 Certificate of Service

Most courts, by court rule, require the original order, unless kept in the court file, and the proof of service be filed with the court a specific number of court days prior to the hearing, and will not issue a warrant for failure to appear or allow any costs if the return is not filed timely. Unless specifically requested otherwise, send the return directly to the clerk of court as soon as possible after service rather than the party requesting service. In Limited Civil cases, including small claims cases, send the return directly to the referee who presides in these matters, or the referee's clerk. Most courts, however, will proceed with the examination whether or not the return has been filed, if all the parties are present and ready to proceed at the time set.