6-21/300.00 Service of Process

At the time of levy, the levying officer shall deliver to the person in possession of the property copies of the writ of possession, plaintiff's undertaking and order for writ of possession. If no one is in possession of the property at the time of levy, the levying officer shall subsequently serve the process on the defendant. If service on the defendant is required, it shall be by personal service, or if the defendant has not appeared in the action, in the manner provided for the service of summons and complaint. If the defendant has appeared in the action, service is made by leaving with a person at least 18 years of age at the defendant's residence between the hours of 8 a.m. and 6 p.m. If at the time of attempted service between said hours no such person can be found, service may be made by first-class mail at the defendant's office address as last given on any document filed in the cause by the defendant and served on the plaintiff; otherwise, at the defendant's residence address. If the defendant's residence address is unknown, then service is effected by delivery to the clerk of the court. The plaintiff's instructions should indicate whether the defendant has appeared in the action, not at the hearing.