

# RETURN OF SERVICE—INSTRUCTIONS SHERIFF AND PRIVATE PROCESS SERVERS

## DIGITAL SIGNATURES

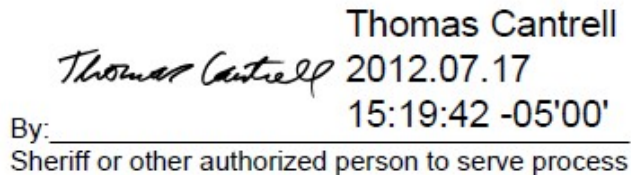
In order to sign the Return of Service digitally from your PC, you must set up a Digital Signature from within either Adobe Reader X, or the full version of Adobe Acrobat. Local rules state that a Digital Signature must not be in the form of a computer font, that it be an image of a real signature.

You can set up a Digital Signature in a couple of different ways.

**Free Adobe Reader:** You can set up your Digital Signature in Adobe Reader, which is free, but first, you must first create an image of your signature, in PDF format, that will fit into a 3½ x ¾” space.

**Adobe Acrobat Suite:** If you use the full version of Adobe Acrobat, you can use other image formats such as .gif, .jpeg and .png to construct your Digital Signature.

The screen shot below shows how your Digital Signature will appear on a signed document.

  
By: \_\_\_\_\_  
Sheriff or other authorized person to serve process

Notice the format of the Digital Signature. When you initially set up your signature, you should show the signature itself, your name and a date/timestamp as illustrated above.

Setting up a Digital Signature isn't difficult, but it may be a good idea to consult with your organization's IT department to facilitate the process.

## GETTING STARTED

You must install Adobe Reader X or the full version of Adobe Acrobat on your PC before you can electronically sign documents for eFlex E-filing. You can get the free reader from the following link: <http://get.adobe.com/reader/?promoid=BUIGO>

The instructions that follow are described and illustrated with Adobe Reader X.

Download and open a "Return of Service" document from the Shelby County Portal, Circuit Court, forms and documents page. You can save a copy to your PC if you wish. Open the form by double clicking on it. The screen shot below shows the form opened in Adobe Reader.


Return Of Service.pdf - Adobe Reader

File Edit View Window Help

1 / 1 75%

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields



(CIRCUIT/CHANCERY) COURT OF TENNESSEE  
140 ADAMS AVENUE, MEMPHIS, TENNESSEE 38103  
FOR THE THIRTIETH JUDICIAL DISTRICT AT MEMPHIS

**RETURN OF SERVICE**

Docket No. \_\_\_\_\_ Case Style: \_\_\_\_\_

RETURN OF SERVICE

I HEREBY CERTIFY THAT I HAVE SERVED THE WITHIN - \_\_\_\_\_

By delivering on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ M.

a copy of the aforementioned Document to the following Party:

\_\_\_\_\_

at location: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature of person accepting service By: \_\_\_\_\_  
Sheriff or other authorized person to serve process

RETURN OF NON-SERVICE

I HEREBY CERTIFY THAT I HAVE NOT SERVED THE WITHIN - \_\_\_\_\_

To the named Party: \_\_\_\_\_

because \_\_\_\_\_ is(are) not to be found in this County after diligent search and inquiry for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

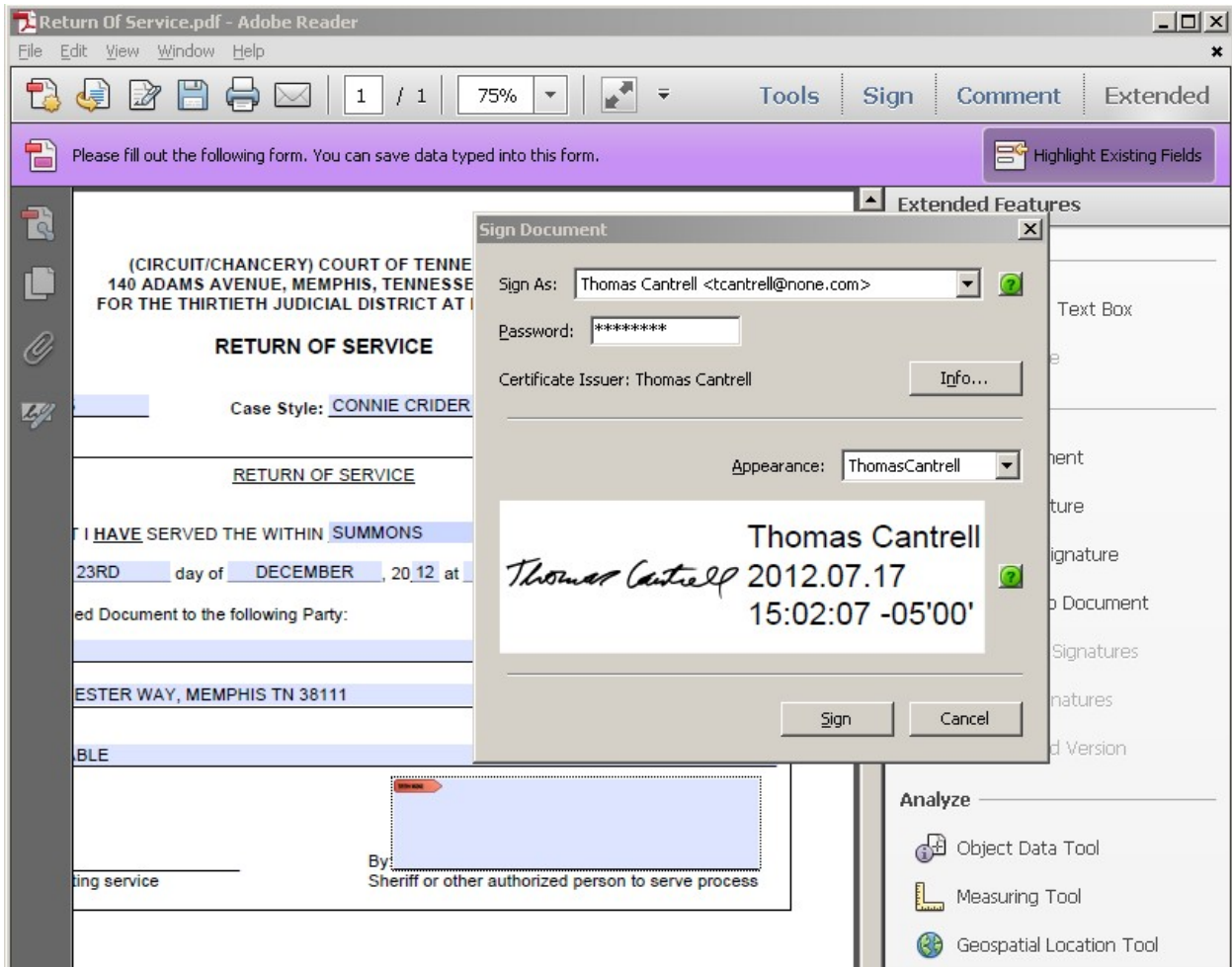
Comments: \_\_\_\_\_

\_\_\_\_\_

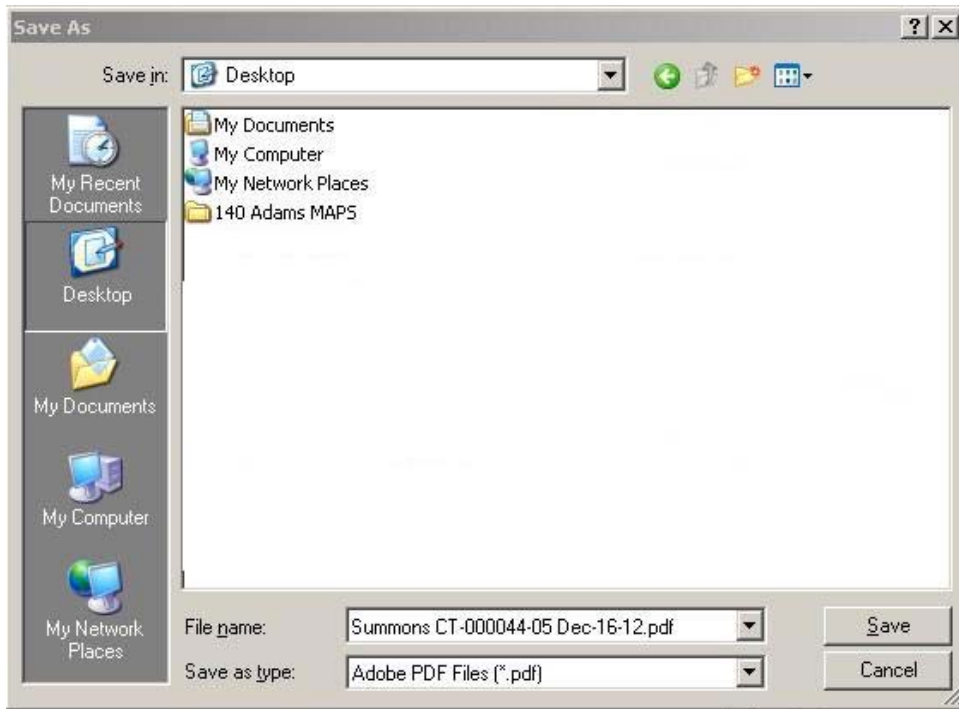
By: \_\_\_\_\_  
Sheriff or other authorized person to serve process

Fill out the form using the top block for "Return of Service" and the bottom block for "Return of Non-Service". You can choose the type of document being served by using the dropdown box and clicking on the desired document.

Click on the word “Extended” in the top navigation bar to the right. See screen shot below. Click “Sign Document”. The Digital Signature box will appear. Type in the password you chose when you created your Signature, and click “Sign”.

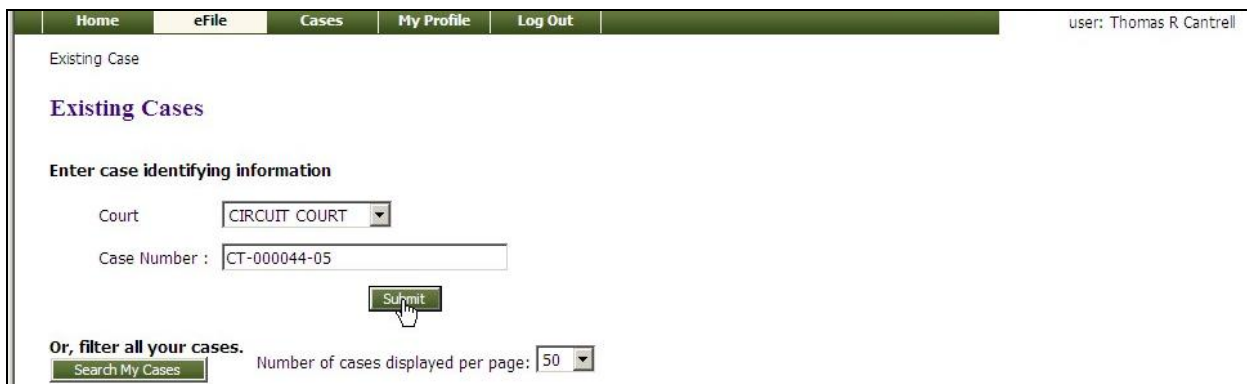


After you sign the document, you will be prompted to save the signed version with the “Save As” box shown below. You should save your form with a descriptive name. One suggestion is to list the name of the document, such as Summons, Case ID, and date of service. This, for example would read as: Summons CT-000456-12 Dec-16-12.



## UPLOADING YOUR DOCUMENT TO EFLEX

After you have filled out and signed the “Return of Service” form, login to eFlex E-filing to upload the document. Click “Existing Cases” and use the search feature to locate the case on which you are filing.



Alternatively, you can click the “View Queues” button from your homepage, select “All Users” from the “Assigned To” dropdown, and click the “Update” button. Locate the case upon which you are working, and click the Document name in blue for your case listed under the Title column. You will see the screen presented below, where you will click the “File on this case” button at the bottom.

Home eFile Cases My Profile Log Out user: Thomas R. Cantrell

Home ⇒ My Queue Entries ⇒ Action Details

### Action Details

**Case Number:** CT-000044-05  
**Case Style:** CURTIS DAVIS VS SONJI DAVIS  
**Case Type:** DIVORCE WITH CHILDREN  
**Opened:** 01-04-2005  
**Case History:** [Full Case History](#)

**Plaintiff:** CURTIS DAVIS JR et al  
**Defendant:** SONJI JONES DAVIS et al  
**Judge:** HONORABLE DONNA M FIELDS  
**Amt. of Claim:**  
**Jury/Non Jury:** Non-Jury

### Document Information

Document Link	Document	File Date	Original Filer
CROSS-COMPLAINT.pdf	CROSS-COMPLAINT Request for change of custody	09-12-2012	Roger A Speakman
generated.pdf	SUMMONS ISSD TO SHRF	09-12-2012	Roger A Speakman

Note History: None

Reassign To:  Queue:  Date Deferred:

Add Note:

After clicking the “Submit” button as in the first method, or the “File on this case” button in the second method, you will see the “Add a document” screen, shown in the screen shot below. Here you will upload your Return of Service document. Chose “Existing Case” as the Document Category. From the Document Type dropdown, chose the type which describes the service status, complete or not complete. Add any notes if needed and click on the “Browse” button to locate your signed Return of Service document. When you have added the Return document, click “Add” to ready the document for uploading. Click “Next”.

Home eFile Cases My Profile Log Out user: Thomas R. Cantrell

Existing Case ⇒ Add a Document

**Case Number : CT-000044-05 Case Style : CURTIS DAVIS VS SONJI DAVIS**

**Case Type : DIVORCE WITH CHILDREN**

Document Category:

Document Type \*:

Additional Text:

Sealed

Acceptable File Format Type(s) (\*.pdf)

Document Location:

Add to Submission:

Document Name	View Document	Edit Data	Size	Remove
SERVICE COMPLETED - SHERIFF Service completed on Dec 16, 2012	Summons CT-000044-05 Dec-16-12.pdf		0.1 MB	

Total Size: 0.1 MB

The next screen is the payment screen. Be sure to click the “Defer Payment” radio button, before clicking “Submit the Filing” button.

Fees: \$28.00

Payment Method:

Pay for filing

Request a Waiver

Defer Payment

You should delete the Queue entry relating to this service after you have filed the Return of Service document to eFlex E-filing.

After approval in Clerk Review, the digitally signed Return of Service document will be available for viewing within eFlex E-filing and the Court’s Document Management System.