

**INSTRUCTIONS FOR MOTION FOR SUBSTITUTED SERVICE
(RULE 106)**

All motions for substituted service under Rule 106 must be accompanied by an affidavit that includes the following information:

1. All efforts taken to verify that defendant actually lives or works at the subject address;
2. Each attempt at service, with date(s) and time(s);
3. Identity of persons who were present at the subject address and what was said; and
4. A printout of some public record or PublicData.com or similar online database confirming that the person to be served actually resides at the address at which service is being attempted.

This can also include a statement identifying license plates of cars in the driveway and attaching a printout of license plates registered to the person to be served. Statements by neighbors or by people residing in the abode must include the full name of the person and a description. The idea is to give the court some assurance that the person resides at that address.

It is highly recommended that all Rule 106 Motions be accompanied by the attached proposed form order. Failure to do so may delay the court's granting of an otherwise proper motion.