

**UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLORADO
OFFICE OF THE CLERK OF COURT**

**Information and Instructions for Requesting Assistance
With Attempting Service in a Foreign Country**

Affidavit requesting foreign mailing

Before coming to the clerk's office, the party will fill out and electronically file in the underlying case an *Affidavit Requesting Foreign Mailing* which can be found on the Court's website on the Forms page under "Civil."

Note: the party will select civil event **Affidavit** found under the Other Filings → Other Documents menu and editing the docket text to add "*Requesting Foreign Mailing*" to the Affidavit entry. The following documents will be filed as attachments to the Affidavit:

- A notice of suit¹,
- A copy of the filed complaint for each named defendant,
- A copy of the filed summons for each named defendant,
- A copy of any additional documents filed at the time the case was opened for each named defendant and,
- A translation of the complaint and the summons into the official language of the foreign state for each named defendant. Sample entry

***AFFIDAVIT Requesting Foreign Mailing by Plaintiff Teymur Mehdiyev.
(Attachments: # (1) Notice of Suit # (2) Complaint # (3) Summons,
(4) Other filings, # (5) Translations)***

Preparation for attempting service

In conjunction with filing the above documents, the party will:

- Research and determine the address of the ministry of foreign affairs of the foreign state to be served,
- Determine which mode of delivery will be used for service: United States Postal Service (USPS), DHL, Federal Express (FedEx), or United Parcel Service (UPS).
- Fill out appropriate mailing/shipping labels for international mailing, **return receipt**, of the package to the foreign state. Include the case number on the label and use the clerk's office address for the return receipt:

United State District Court
for the District of Colorado
901 19th Street
Denver, CO 80294

¹ A Notice of Suit shall mean a notice addressed to a foreign state and in the form prescribed by the U.S. State Department by regulation.

The party will bring the documents and completed shipping labels to the clerk's office for review before sealing. After ensuring the required documents are included and the clerk's office address is listed as the "From" or "Sender" on the international registered mail/shipment label, the deputy clerk will seal the envelope and hand over to the party.

Attempting service

If service is to be attempted via registered U.S. mail, the attorney must take the package(s) to the Post Office. The clerk's office is not responsible for the cost of postage. The party will return the USPS receipt to the clerk's office for filing.

The clerk's office is not responsible for the cost of shipment. If service is being attempted via DHL, FedEx, or UPS, the party will include their account number for shipment payment and arrange for the package(s) to be picked up from the clerk's office by the carrier. The clerk's office staff will call the carrier to schedule a pick-up