

INTERNATIONAL SERVICE OF PROCESS

If you are filing for divorce or custody without your spouse or the other parent, you will need to provide them a copy of the summons and all other documents you have filed. This is called “service of process.” If that person lives in another country, there may be different rules you will need to follow to give (serve) them those documents.

The United States has signed two treaties on service of process. Each has its own rules and forms. The full text, the list of signing countries, and the forms for each are available on their websites. The direct links are at www.washoecourts.com under Departments / Law Library / Other Resources / **International Service**.

The treaties are:

- 1) [The Hague Service Convention](#)
[Hague Service Request Form \(USM-94\)](#)
- 2) [The Inter-American Convention on Letters Rogatory](#)

The Inter-American Convention on Letters Rogatory has an additional section called the [Additional Protocol to the Inter-American Convention on Letters Rogatory](#).

[Inter-American Convention Service Request Form in English \(USM-272\)](#)

[Inter-American Convention Service Request Form in Spanish \(USM-272a\)](#)

The first thing you will need to do is find out if the country where the other person is living has also signed one of these treaties. Some countries may have signed both. Some countries may not have signed either. If they have not signed either treaty, Section 4(f)(2)(C) of the [Federal Rules of Civil Procedure](#) covers those cases.

There are a few sites where you can find resources about the steps that need to be followed. [The U.S. Department of State](#) has a general overview of international service. For a more specific overview about serving under the Hague or the Inter-American Convention on Letters Rogatory, you could visit the [Department of Justice Office of International Judicial Assistance](#). They also provide [instructions](#) on serving abroad under these conventions.