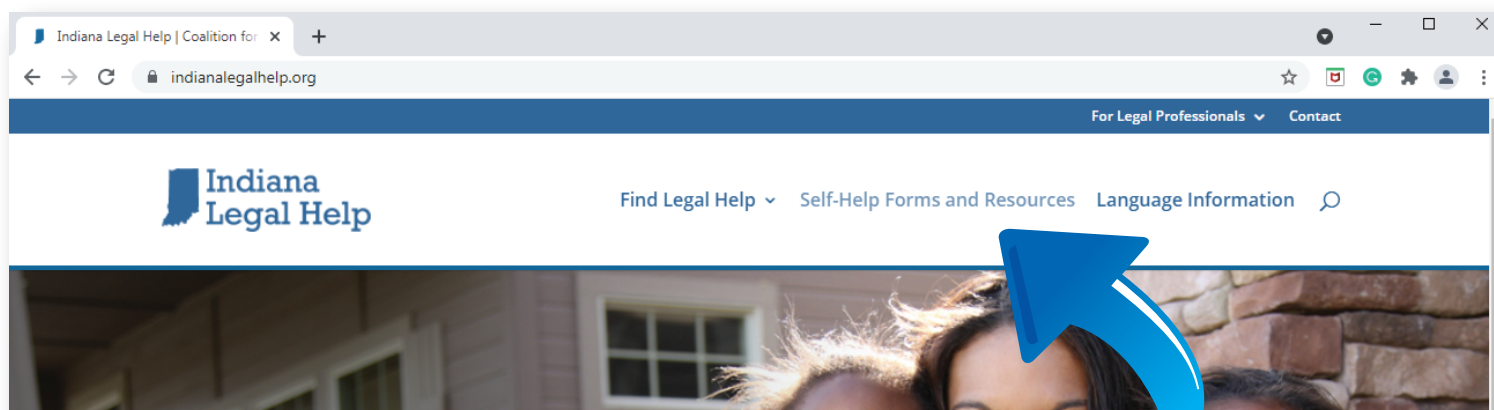


Pro-Se packets can be printed online at: indianalegalhelp.org



1. Click on - Self-Help Forms and Resources at the top right of the page.

2. Then Select the appropriate category

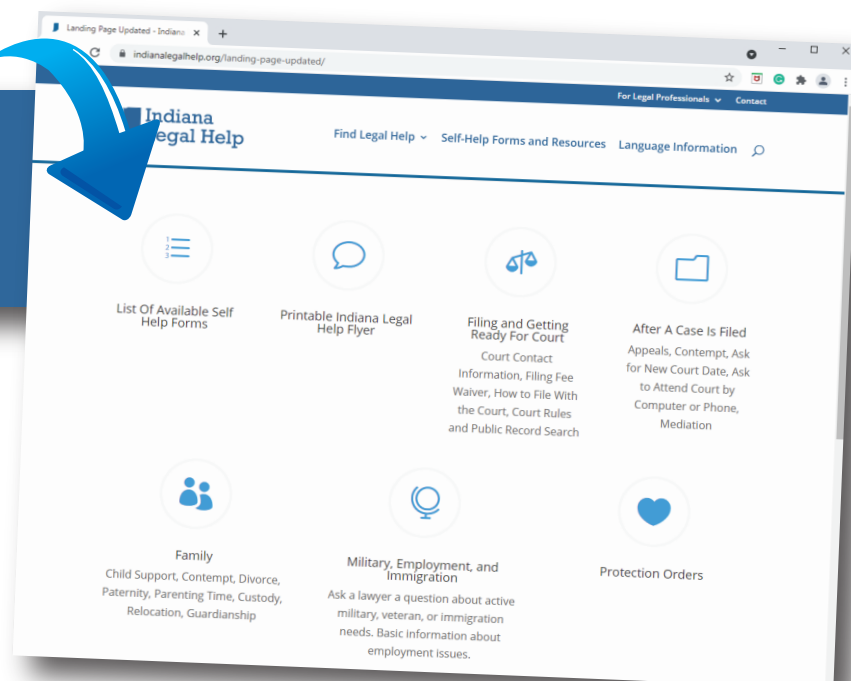
Example: Click Family to get forms for Child Support, Contempt, Divorce, Paternity, Parenting Time, Custody, Relocation, and Guardianship

3. Then select what forms you need.
Fill out the forms and print.

4. Once completed you file in the Clerks Office in room 216 in the Court Building.

Monday-Friday 7:30 am - 3:30 pm.

Cashier Closes at 4:00



For **Certified Mail** you will need the original, plus 2 copies, total of 3. You must then take the service copy that the clerk hands back to you to the postal service to send out via Certified Mail. The return address should be

Vanderburgh County Clerk
825 Sycamore St. Room 216
Evansville IN 47708
MAKE SURE YOUR CASE NUMBER IS ON IT.

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<p>■ Complete items 1, 2, and 3.</p> <p>■ Print your name and address on the reverse so that we can return the card to you.</p> <p>■ Attach this card to the back of the mailpiece, or on the front if space permits.</p>		<p>A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, enter delivery address below:</p> <p>3. Service Type <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Certified Mail Restricted <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</p> <p>Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery <input type="checkbox"/></p>	
<p>1. Article Addressed to:</p> <p>ADDRESS OF THE PARTY YOU ARE SERVING GOES HERE.</p> <p>9590 9401 0000 5191 0000 12</p>		<p>2. Article Number (Transfer from service label)</p>	

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt

United States Postal Service

USPS TRACKING #

9590 9401 0000 5191 0000 12

First-Class Mail Permitted

* Sender: Please print your name, address, and ZIP+4® in this box*

Vanderburgh County Clerk
825 Sycamore St. Room 216
Evansville IN 47708
Case number here: 82d01-1111-1111

For **Sheriff Service** you will need the original, plus 4 copies, total of 5. You must take 3 copies to the Vanderburgh County Sheriff Command Post to send out via Sheriff at 3500 N. Harlan Ave., Evansville IN 47711 in front of the jail.