

Rule 3. Service of the affidavit.

(a) After filing the affidavit and receiving a trial date, plaintiff must serve the affidavit and summons on defendant. To serve the affidavit, plaintiff must either:

(a)(1) have the affidavit served on defendant by a sheriff's department, constable, or person regularly engaged in the business of serving process and pay for that service; or

(a)(2) have the affidavit delivered to defendant by a method of mail or commercial courier service that requires defendant to sign a ~~document indicating~~ receipt and provides for return of that ~~document receipt~~ to plaintiff.

(b) The affidavit must be served at least ~~thirty~~ 30 calendar days before the trial date. Service by mail or commercial courier service is complete on the date the receipt is signed by defendant.

(c) Proof of service of the affidavit must be filed with the court no later than ~~ten calendar~~ 10 business days after service. If service is by mail or commercial courier service, plaintiff must file a proof of service ~~(Form D)~~. If service is by a sheriff, constable, or person regularly engaged in the business of serving process, proof of service must be filed by the person completing the service.

(d) Each party shall serve on all other parties a copy of all documents filed with the court other than the counter affidavit. Each party shall serve on all other parties all documents as ordered by the court. Service of all papers other than the affidavit and counter affidavit may be by first class mail to the other party's last known address. The party mailing the papers shall file proof of mailing with the court no later than 10 business days after service. If the papers are returned to the party serving them as undeliverable, the party shall file the returned envelope with the court.