

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF IMPERIAL
939 W. Main Street
El Centro CA 92243**

LETTERS ROGATORY, SERVICE IN MEXICO

Instructions for Service of Process of Initial Family Law Filings in Mexico. This form is available at the clerk's window or online at <http://www.imperial.courts.ca.gov/courtforms/courtsforms.html>.

STAGE ONE: File your request at Court

1	Complete the Ex Parte	Fill out the form entitled Ex-Parte Application for Issuance of Letters Rogatory for Service of Process in Mexico; Order Thereon .
2	Complete the Request for Service and Summarize Main Points	Fill out the form entitled Request for International Judicial Assistance for Service of Process in Mexico (Letters Rogatory) . In Item One of the Request , write the correct code of civil procedure sections for the Mexican state receiving the Request . A list of relevant code sections for each Mexican state is included in the packet. Code sections may change, please verify that it is current. Fill out page four of the form entitled Essential Information for the Respondent .
3	Copy your Case	Attach the conformed copies intended for the Respondent. If you no longer have that set, buy a certified copy of your summons and petition. Include blank forms for service.
4	File the Ex Parte and the Request for Service	File the Ex-Parte Application and the four-page Request , and the Respondent's conformed copy and blanks at the family law filing desk. For applicable rules regarding ex-parte matters, review the local rules of the Imperial County Superior Court.
5	Receive the Signed Order & Documents	After the forms are signed by the judicial officer and the clerk of the court, the original and one copy are returned to you. The court will keep the second copy of the forms in the court file.

STAGE TWO: Authenticate the Judge's and Clerk's signatures

6	Mail or Walk in the original 3-page Request to the Secretary of State	<p>Fill out the Authentication & Apostille Order Form. Send it with the original signed Request to the California Secretary of State. This asks that the judge's and clerk's signatures be verified with an Apostille which will be attached to your application and returned to you.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>To drop off in person:</u> Los Angeles Regional Office 300 S. Spring St., Rm. 12513 Los Angeles, CA 90013 (213) 897-3062</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>To mail:</u> Sacramento Main Office 1500 11th Street Sacramento, CA 95814 (916) 657-5448</p> </td> </tr> </table> <p>There is a fee. Include a self-addressed stamped envelope. See, www.sos.ca.gov/business/notary/authentication.htm.</p>	<p><u>To drop off in person:</u> Los Angeles Regional Office 300 S. Spring St., Rm. 12513 Los Angeles, CA 90013 (213) 897-3062</p>	<p><u>To mail:</u> Sacramento Main Office 1500 11th Street Sacramento, CA 95814 (916) 657-5448</p>
<p><u>To drop off in person:</u> Los Angeles Regional Office 300 S. Spring St., Rm. 12513 Los Angeles, CA 90013 (213) 897-3062</p>	<p><u>To mail:</u> Sacramento Main Office 1500 11th Street Sacramento, CA 95814 (916) 657-5448</p>			

This instruction packet is designed as a tool to assist you with the process of having the other party in your family law case validly served in Mexico. It may not include all of the information that is legally required, it is not legal advice, and should not be used as a substitute for legal advice from an attorney licensed by the State Bar of California. To find out how to hire an attorney and/or obtain a consultation with a family law attorney, see <http://www.courts.ca.gov/1084.htm>.

STAGE THREE: Copy and translate documents

7	Translate all the Forms into Spanish	After you receive the Apostille from the Secretary of State, you must translate all the forms in your court file into Spanish, including the Request , and Essential Information . You may find most of the family law forms available in Spanish at http://www.courts.ca.gov/forms.htm . Copy the information in your English paperwork to the translated forms. You may find an interpreter here www.courts.ca.gov/3796.htm . The translation does not have to be certified.
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STAGE FOUR: Send to proper Mexican Court for service

8	Send Documents to Mexican State Court	<p>Submit the following documents to the Mexican family court in the state where the respondent resides:</p> <p>Original four-page Letters Rogatory Apostille from Secretary of State Respondent’s conformed case copy & Blank Response forms Blank Certificate of Execution</p> <p>1. Translate all originals and blanks into Spanish. 2. Make 2 copies: Original and 1 copy for Mexican court, 1 copy for yourself</p> <p>A directory of Mexican family law courts in each state is included in the packet. Names and addresses may change; please verify that the address is current. You may take the forms personally to the Mexican family law court, mail them, or have someone else take them on your behalf. You may make a copy of the forms for your own records.</p>
9	Wait for Mexican State Court to Serve Respondent	Once the Mexican family law court receives all your paperwork, it will assign it to the appropriate judicial staff to serve the Respondent. Once the service is complete according to the laws of the Mexican state, the server will complete the Certificate of Execution and return it to the California court requesting the assistance.
10	Mexican State Court Returns Certificate of Execution	<p>There are three ways that the Mexican Court may return the Proof of service, and it will depend on how they received it. If the Letters Rogatory was mailed by the party, it will be mailed back to the party. If the party walked the Letters Rogatory directly to the Mexican Court, then the party can pick it up in person.</p> <p>NOTE: Often, the Mexican Court will return all documents associated with the Letters Rogatory, including the Mexican Court’s own notes and documentation. The documents may be bound into a packet that can be 30-80 pages long. Often, the Certificate of Execution will be bound inside the Mexican Court’s file. There can also be a cover letter from the Mexican Court indicating whether the service was successful. Bring the certificate of execution to the California Court.</p>

Overview:

Forms	Party signs	Judge signs	Clerk signs	Sent to Secretary of State	Translation needed after Return from Secretary of State	English and Spanish sets to send to Mexican Court	Mexican Court will return to you or Clerk of CA Court
Ex-Parte Application for Issuance of Letter Rogatory for Service of Process in Mexico; Order Thereon	X	X					
Request for International Judicial Assistance for Service of Process in Mexico & Authentication Essential Information for Respondent		X	X	X	X	Original + Copy	
Certified or Conformed Copy of your Court File (you must obtain this separately)				X	X	Original + Copy	
Apostille Order Form	X			X			
Apostille (issued by Secretary of State)					X	Original + Copy	
Blank Certificate of Execution and Attachment					X	Send only Original	Original
Codes of Civil Procedure of each Mexican State	<i>Provided for reference only. Please remember that it is up to you to verify accuracy.</i>						
Directory of Family Courts of each Mexican State	<i>Provided for reference only. Please remember that it is up to you to verify accuracy.</i>						

Judicial Branch	Contact Information and Code of Civil Procedure for Letters Rogatory and link
AGUASCALIENTES	<p>PALACIO DE JUSTICIA CIVIL Y FAMILIAR AV. HÉROE. DE NACOSARI ESQUINA AV. LÓPEZ MATOS S/N COL. SAN LUIS,C.P. 20250 AGUASCALIENTES, AGS (449) 910-35-50 PRESIDING JUDGE: HON. FERNANDO GONZALEZ DE LUNA www.poderjudicialags.gob.mx/ Sections 97-102 http://www.aguascalientes.gob.mx/gobierno/leves/leves_PDF/31102007_100354.pdf</p>
BAJA CALIFORNIA	<p>PRESIDENCIA DEL TRIBUNAL SUPERIOR DE JUSTICIA CALZADA INDEPENDENCIA Y AV. PIONEROS S/N. EDIFICIO TRIBUNALES. CENTRO CÍVICO. 21000. MEXICALI, B.C. (686) 904-5000 EXT. 1001 FAX. EXT. 1002, DIRECT 557-21-13 FAX 554-28-94 PRESIDING JUDGE: HON. MARIA ESTHER RENTERIA IBARRA www.poder-judicial-bc.gob.mx Sections 104-109 http://www.ordeniuridico.gob.mx/Estatal/BAJA%20CALIFORNIA/Codigos/BCOD02.pdf</p>
BAJA CALIFORNIA SUR	<p>H. TRIBUNAL SUPERIOR DE JUSTICIA DEL ESTADO DE BAJA CALIFORNIA SUR BLVD. LUIS DONALDO COLOSIO Y ANTONIO ALVAREZ RICO TEL:(612) 123 - 89 – 00 PRESIDING JUDGE: HON. HUMBERTO MONTIEL PADILLA http://www.tribunalbcs.gob.mx/ Sections 103-108 http://www.cbcs.gob.mx/marco_juridico/D1124-3.doc</p>
CAMPECHE	<p>PODER JUDICIAL DEL ESTADO AVE. PATRICIO TRUEBA DE REGIL S/N SAN RAFAEL TEL:(981)813-1566 PRESIDING JUDGE; HON. GUADALUPE EUGENIA QUIJANO VILLANUEVA http://www.tribunalcampeche.gob.mx/ Sections 83-87 http://www.ordeniuridico.gob.mx/Documentos/Estatal/Campeche/wo20302.pdf</p>
CHIAPAS	<p>PALACIO DE JUSTICIA LIBRAMIENTO NORTE ORIENTE NO. 2100 FRACC. EL BOSQUE C.P. 29047 TUXTLA GUTIÉRREZ, CHIAPAS. PRESIDING JUDGE: HON. JUAN MANUEL COUTIO GOMEZ http://www.poderjudicialchiapas.gob.mx/ Sections 103-108 http://www.congresochiapas.gob.mx/images/legislacion/codigos/07.pdf</p>
CHIHUAHUA	<p>SUPREMO TRIBUNAL DE JUSTICIA DE CHIHUAHUA CALLE ALLENDE NO 901. C.P. 31000, ZONA CENTRO.CHIHUAHUA, CHIHUAHUA. MÉXICO TEL:+ 52 (614) 180-0700 PRESIDING JUDGE: HON. JAVIER RAMÍREZ BENÍTEZ http://www.stj.gob.mx/ Sections129-140 http://bancosjuridicos.gob.mx/Documentos/cpc/cpc8.pdf</p>
COAHUILA	<p>PODER JUDICIAL DEL ESTADO DE COAHUILA ZARAGOZA BLVD. FRANCISCO COSS 945. ZONA CENTRO. SALTILLO, COAHUILA. TEL: 844-416-0120 PRESIDING JUDGE: HON. GREGORIO ALBERTO PEREZ MATA http://www.poderjudicialcoahuila.gob.mx Sections 228-240 http://www.congresocoahuila.gob.mx/index.cfm/mod.legislacion_archivo/dir.codigos/gen.zip/index.coah</p>
COLIMA	<p>SUPREMO TRIBUNAL DE JUSTICIA DEL ESTADO DE COLIMA CALZADA GALVÁN Y ALDAMA S/N, COLONIA CENTRO, C.P. 28000, COLIMA, COLIMA. TELS. 31 31301, 31 34643, PRESIDING JUDGE: HON. RAFAEL GARCIA RINCON http://stj.col.gob.mx/ Sections104-109 http://www.congresocol.gob.mx/leves/codigo_procedimiento_civiles.pdf</p>
DISTRITO	TRIBUNAL SUPERIOR DE JUSTICIA DEL DISTRITO FEDERAL

FEDERAL	<p>NIÑOS HÉROES 132, COL. DOCTORES, C.P.06720, MÉXICO D.F. (TEL) 51-34-11-00 AL 51-34-14-00 PRESIDING JUDGE: HON. EDGAR ELIAS AZAR http://www.poderjudicialdf.gob.mx/ Sections104-109 http://www.asambleadf.gob.mx/al/pdf/010805000002.pdf</p>
DURANGO	<p>PODER JUDICIAL DEL ESTADO DE DURANGO AV. ZARAGOZA ESQ. CON 5 DE FEBRERO S/N, ZONA CENTRO C.P. 34000, DURANGO, DURANGO TEL:(618) 811-4712 PRESIDING JUDGE: HON. J. APOLONIO BETANCOURT RUIZ www.tsjdgob.mx/ Sections104-109 http://www.congresodurango.gob.mx/Leyes/2_PDF</p>
ESTADO DE MEXICO	<p>PODER JUDICIAL DEL ESTADO DE MÉXICO NICOLAS BRAVO NORTE 201 COLONIA CENTRO, TOLUCA, MÉXICO. TEL. (722) 167-92-00 PRESIDING JUDGE: HON. BARUCH F. DELGADO CARBAJAL http://www.pjedomex.gob.mx/ Sections1.141 to 1.147 http://www.ordenjuridico.gob.mx/Estatal/ESTADO%20DE%20MEXICO/Codigos/MEXCOD04.pdf</p>
GUANAJUATO	<p>PODER JUDICIAL DEL ESTADO DE GUANAJUATO AV. CIRCUITO SUP. POZUELOS NO. 1, CONJUNTO ADMVO.POZUELOS, C.P. 36050 GUANAJUATO, GTO. PRESIDING JUDGE: HON. MARIA RAQUEL BARAJAS MONJARAS www.poderjudicial-gto.gob.mx/ Sections305-310 http://www.rppc.guanajuato.gob.mx/files/notarias/leves/CPCEG.doc</p>
GUERRERO	<p>PODER JUDICIAL DEL ESTADO DE GUERRERO PALACIO DE JUSTICIA, PLAZA CÍVICA PRIMER CONGRESO DE ANÁHUAC S/N COL. CENTRO, CHILPANCINGO, GUERRERO, MÉXICO, C.P. 39000 TEL: (01)747-472-2137, (01)747-472-4191 PRESIDING JUDGE:HON. EDMUNDO ROMAN PINZON www.tsj-guerrero.gob.mx/ Sections168-170 http://www.guerrero.gob.mx/pics/legislacion/182/CPCELSG364.pdf</p>
HIDALGO	<p>PODER JUDICIAL DEL ESTADO DE HIDALGO Carr. México - Pachuca Km. 84.5, Sector Primario, C.P. 42085, Pachuca, Hgo. Tels. 01 (771) 71 7 90 00 PRESIDING JUDGE HON. VALENTIN ECHAVARRIA ALMANZA http://www.pjhidalgo.gob.mx/ Sections 103-108 http://www.ordenjuridico.gob.mx/Estatal/HIDALGO/Codigos/HGOCOD02.pdf</p>
JALISCO	<p>SUPREMO TRIBUNAL DE JUSTICIA DEL ESTADO DE JALISCO Av. Hidalgo No. 190 Zona Centro. Guadalajara, Jalisco. C.P. 44100 Teléfonos (0133) 1200 1400 y 1200, 1500 PRESIDING JUDGE: HON. CELSO RODRIGUEZ GONZALEZ Sections 99-104 http://congresoaj.gob.mx/Servicios/BibVirtual/busquedasleves/archivos/C%C3%B3digo%20de%20Procedimientos%20Civiles%20del%20Estado%20de%20Jalisco.doc</p>
MICHOACAN	<p>PODER JUDICIAL DEL ESTADO DE MICHOACAN CALZADA LA HUERTA # 400, COL. NUEVA VALLADOLID, MORELIA, MICHOACÁN C.P. 58190 443-313-2231 PRESIDING JUDGE GONZÁLEZ GÓMEZ ALEJANDRO http://www.tribunalmmm.gob.mx/ Sections110-114 http://www.congresomich.gob.mx/Modulos/mod_Biblioteca/archivos/304_bib.pdf</p>
MORELOS	<p>PODER JUDICIAL DEL ESTADO DE MORELOS Av. Francisco Leyva Número 7, Centro Cuernavaca, Morelos C. P. 62000 (777) 362-1010 PRESIDING JUDGE HON. www.tsjmorelos.gob.mx/ Sections117-124 http://www.tsjmorelos.gob.mx/transparencia/leves/la/Código_Procesal_Civil_de_Morelos_Actualizado_al_01-Oct-2006%20x%20imprimir.pdf</p>
NAYARIT	<p>PODER JUDICIAL DEL ESTADO DE NAYARIT Calle Zacatecas 109 sur, Colonia Centro, Tepic, Nayarit. México C.P. 63000.</p>

	(52) (311) 216-09-00, 01, 03or (52) (311) 215-47-00 PRESIDING JUDGE: HON. PEDRO ANTONIO ENRIQUEZ SOTO www.tsjnay.gob.mx/ Sections76 - 80 http://www.tsjnay.gob.mx/Leves/codigo_de_procedimientos_civiles.htm
NUEVO LEON	Poder Judicial del Estado de Nuevo León Calle Juan I. Ramón y Zaragoza, Zona Centro. Monterrey Nuevo León, México, CP.64000 Presiding Judge.JUAN CARLOS GUEVARA DE LEÓN www.pjenl.gob.mx/ Sections 45-50 http://www.nl.gob.mx/pics/pages/civil.base/codigoProcedi_Civiles_Edo.pdf
OAXACA	TRIBUNAL SUPERIOR DE JUSTICIA DEL ESTADO DE OAXACA Martires de Tacubaya 400, Ixcotel Oaxaca de Juarez, Oaxaca PRESIDING JUDGE Hon. Hector Anuar Mafud Mafud http://www.tribunaloax.gob.mx/ Sections 100-105 http://www.bancosjuridicos.gob.mx/Documentos/ccivil/20codciv.pdf
PUEBLA	TRIBUNAL SUPERIOR DE JUSTICIAL DEL ESTADO DE PUEBLA Calle 5 Oriente número 9 Col. Centro, Puebla, Puebla (222)- 229-66-38. PRESIDING JUDGE: Hon. LEON DUMIT ESPINAL http://www.htsjpuebla.gob.mx/home.html Sections 69-74 http://www.congresopuebla.gob.mx/old_site/web/prensa/tmp/cprcivil.pdf
QUERETARO	PODER JUDICIAL DE QUERETARO Pasteur sur # 4. Centro, Querétaro, Qro 76000 Tels. (442) 214 0983, 212 8303 PRESIDING JUDGE: HON. CELIA MAYA GARCIA http://www.tribunalqro.gob.mx/ Sections103-108 www.tribunalqro.gob.mx/biblio/leeDoc.php?cual=30494
QUINTANA ROO	PODER JUDICIAL DEL ESTADO DE QUINTANA ROO Av. Independencia Número 2, Esquina Boulevard Bahía. C.P. 77000, Colonia Centro. Chetumal, Quintana Roo. Mexico (983) 8321000 PRESIDING JUDGE: HON. LIZBETH LOY SONG ENCALADA Sections99-104 http://bancosjuridicos.gob.mx/Documentos/cpc/cpc23.pdf
SAN LUIS POTOSI	PODER JUDICIAL DEL ESTADO DE SAN LUIS POTOSÍ Av. Luis Donaldo Colosio No. 305, Col. ISSSTE C.P. 78350 San Luis Potosi, S.L.P. Tel: (444) 826-85-00 PRESIDING JUDGE: CARLOS ALEJANDRO ROBLEDO ZAPATA http://www.stjslp.gob.mx/ Sections 99-104 http://www.ordenjuridico.gob.mx/Documentos/Estatal/San%20Luis%20Potosi/wo29879.pdf
SINALOA	SUPREMO TRIBUNAL DE JUSTICIA DEL ESTADO DE SINALOA Av. Lazaro Cardenas 891 Sur, Centro Sinaloa, C.P. 80129 Culiacan, Sinaloa. PRESIDING JUDGE: ENRIQUE INZUNZA CAZAREZ http://www.stj-sin.gob.mx Sections104-109 http://www.stj-sin.gob.mx/Leves/CODPROCI.html
SONORA	PODER JUDICIAL DEL ESTADO DE SONORA Centro de Gobierno, Edificio Hermosillo, Tercer Piso, Paseo Río Sonora y Comonfort, Col. Villa del Seris, C. P. 83280, Hermosillo, Sonora. (662) 217-54-61 PRESIDING JUDGE: HON. MAX GUTIÉRREZ COHEN http://www.stjsonora.gob.mx/ Sections 163-168 http://www.stj-sin.gob.mx/Leves/CODPROCI.html
TABASCO	PODER JUDICIAL DE TABASCO Calle Independencia esquina Nicolas Bravo S/N Colonia Centro, C.P. 86070, Villahermosa Tabasco

	<p>(993) 358-2000 PRESIDING JUDGE: RODOLFO CAMPOS MONTEJO http://www.tsj-tabasco.gob.mx/ Sections 143-145 http://saf.tabasco.gob.mx/marco_legal/leyes/leyes_estatales/codigos/codigo_procedimientos_civiles_tab.pdf</p>
TAMAULIPAS	<p>PODER JUDICIAL DE TAMAULIPAS Boulevard Praxedis Balboa # 2207 entre López Velarde y Díaz Mirón, Col. Miguel Hidalgo C.P. 87090 (834) 31-8-71-05 Cd. Victoria, Tamaulipas PRESIDING JUDGE: HON. ALEJANDRO ETIENNE LLANO http://www.pjetam.gob.mx/ Sections 92-99 http://bancosjuridicos.gob.mx/Documentos/cpc/cpc28.pdf</p>
TLAXCALA	<p>TRIBUNAL SUPERIOR DE JUSTICIA DEL ESTADO DE TLAXCALA Plaza de la Constitución No. 23, Col. Centro. Tlaxcala, Tlaxcala, C.P. 90000 PRESIDING JUDGE: HON. JOSE AMADO JUSTINO HERNANDEZ HERNANDEZ Sections 102-104 http://www.congresotlaxcala.gob.mx/congreso/paginas/leyes/codigos/c-prociv2010.doc</p>
VERACRUZ	<p>TRIBUNAL SUPERIOR DE JUSTICIA DEL ESTADO DE VERACRUZ Av. Lázaro Cárdenas No. 373, Colonia El Mirador. Xalapa, Veracruz. C.P. 91170 (228) 8422800 PRESIDING JUDGE: HON. ALBERTO SOSA HERNANDEZ http://www.pjeveracruz.gob.mx/ Sections 68-72 http://www.csva.gob.mx/legal/codigos/CodProcCivilesVer.pdf</p>
YUCATAN	<p>TRIBUNAL SUPERIOR DE JUSTICIA DEL ESTADO DE YUCATAN Av. Jacinto Canek s/n x 90 Col. Inálabrlica, CP. 97069, Recinto del Poder Judicial, Mérida, Yucatán. () 930-06-50 PRESIDING JUDGE HON. ÁNGEL FRANCISCO PRIETO MÉNDEZ http://www.tsjyuc.gob.mx/ Section 30 http://www.yucatan.gob.mx/gobierno/orden_juridico/Yucatan/Codigos/nr30rf3.pdf</p>
ZACATECAS	<p>TRIBUNAL SUPERIOR DE JUSTICIA DEL ESTADO DE ZACATECAS Blvd. Héros de Chapultepec No. 2002, Ciudad Gobierno, C.P. 98160, Zacatecas, Zacatecas. PRESIDING JUDGE: HON. LEONOR VARELA http://www.tsjzac.gob.mx/ Sections 163-168 http://www.congresozaac.gob.mx/cgi-bin/coz/mods/secciones/index.cgi?action=elemento&cual=102</p>