

**SUPERIOR COURT  
OF THE  
STATE OF DELAWARE**

**M E M O R A N D U M**

**TO: Members of the Bar**

**FROM: New Castle County Prothonotary  
Kent County Prothonotary**

**RE: Superior Court Civil Rule 4(d)  
Title 10 §3104, §3112 and §3114**

**DATE: August 25, 2004**

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The amendment to Superior Court Civil Rule 4(d) permits the Court to freely sign Motions for Special Process Servers in cases governed by 10 Del C. § 3104, 10 Del C. § 3112 and 10 Del C. § 3114 ("long-arm service cases").

In order to assist the plaintiff to effect service in long arm service cases, it has been the policy of the Prothonotary Offices (as a courtesy) to notify the plaintiff's attorney when the Return of Service or proof of non-receipt was filed by the Sheriff.

Effective immediately, on cases in which the plaintiff chooses to use a Special Processor for service on the Secretary of State, it will be the responsibility of the Special Process Server to:

- **File the original Return of Service or Proof of Non-Receipt with the Prothonotary.**
- **Notify plaintiff's counsel of the date which the Return of Service or Proof of Non-Receipt was filed with the Court.**

Due to logistical difficulties, the Prothonotary Offices will no longer be notifying plaintiff's counsel when a Return is filed on cases governed by the above statutes in which the plaintiff chooses to use a Special Process Server.

SA/sts