

Serving an ADOC Inmate by Mail

The Arizona Department of Corrections, Rehabilitation and Reentry is implementing changes to inmate mail procedures effective August 13th, 2026. The purpose of this notice is to provide updated information on how litigants may serve inmates with case-initiating documents by mail in Family Court and Juvenile Court matters.

The governing rules for serving inmates by mail are ARFLP Rule 41(g) and RPJC Rule 329. These rules allow a petitioner to complete initial service by mailing two copies of the documents to the inmate: one copy sent with a return confirmation (either return receipt or signature confirmation), and a second copy sent via first-class mail. The entire process outlined in the rules essentially remains unchanged except for new mailing addresses required for each copy.

- **The copy sent with a return confirmation (return receipt or signature confirmation)** must be mailed to the following address for inmates housed in Arizona State Prison facilities. The sender must include the following information on the envelope, or the mail may be rejected: 1) the sender's full return address on the envelope, including first and last name, and 2) The words "FAMILY COURT FILING" or "JUVENILE COURT FILING" written along the bottom of the front of the envelope.

Arizona Department of Corrections, Rehabilitation and Reentry
Inmate's Full First and Last Name + ADCRR Number
Prison Complex, Assigned Unit
801 E Jefferson Street
Phoenix, AZ 85034

- **The copy sent by first-class mail** must be mailed to the following address for inmates housed in Arizona State Prison facilities. The sender must include their full return address on the envelope, including their first and last name.

Arizona Department of Corrections, Rehabilitation and Reentry
Inmate's Full First and Last Name + ADCRR Number
Prison Complex, Assigned Unit
P.O. Box 211309
Dallas, TX 75211

Here is a link to an ADCRR website where courts and litigants can look up **inmate numbers**, along with **prison complex** and **assigned unit** information for the address if not known. <https://corrections.az.gov/inmate-data-search>