

Maureen G. Kelly
Clerk Of Common Pleas Court
Lake County Courthouse West Annex, 25 North Park Place, PO Box 490
Painesville OH 44077
440-350-2657
In The Court Of Common Pleas
General Division
Lake County, Ohio

Caption: _____ Case No. _____

vs.

Instruction For Service
(General)

To The Clerk:

You are hereby instructed to serve the following parties by

_____ Regular Mail

_____ Certified Mail

_____ Sheriff Of County

() Residence

() Personal

_____ Process Server

With the following paper

_____ Regular Summons (28 Days)

_____ Amended Complaint Summons

_____ Answer and Counterclaim or Third Party Summons

_____ Other:

_____ With Journal Entry

_____ Without Journal Entry

Name of pleadings: _____

Name and Address

Party _____

Party _____

Party _____

Party _____

Prepared By: _____

Address: _____

Telephone _____