

INSTRUCTIONS FOR SERVICE

CAPTION _____

CASE NO. _____

VS

I.) _____ NEW COMPLAINT

THE CLERKS WILL SERVE ALL NEW COMPLAINTS BY CERTIFIED MAIL WITH A SUMMONS, UNLESS OTHERWISE INSTRUCTED. IF THE CERTIFIED MAIL IS RETURNED "UNCLAIMED" OR "REFUSED" IT WILL BE RE-ISSUED BY REGULAR MAIL SERVICE. IF YOU ARE FILING A NEW COMPLAINT PLEASE PROCEED DIRECTLY TO SECTION III.

II.) TO THE CLERK: YOU ARE HEREBY INSTRUCTED TO SERVE THE FOLLOWING PARTIES BY:

- _____ Regular Mail
- _____ Certified Mail (If the certified mail is returned as "Unclaimed" or "Refused", Service will be reissued by Regular U.S. Mail.)
- _____ Sheriff of _____ County RESIDENCE PERSONAL
- _____ Process Server
- _____ Publication (Pursuant to the Ohio Rule of Civil Procedure 4.4 and the Ohio Rule of Juvenile Procedure 16, an affidavit is required for Publication service.)

With the following paper

- _____ Regular Summons (28 Days)
- _____ Amended Complaint Summons
- _____ Answer and Counterclaim or Third Party Summons
- _____ Contempt Summons
- _____ Other:
- _____ Without Journal Entry _____ With Journal Entry

III.) Name of pleadings to be served:

IV.) Name and Address of Parties to be Served

Party _____
Party _____
Party _____
Party _____

Prepared By: _____

Address: _____

Telephone: _____

RETURN

Received this writ on the _____ day of _____, _____ at _____ o'clock ___M., and on the ____ day of _____, _____, I served the same on the within named by _____.

Return of Service of Summons (Personal)

Fees I received this summons on _____

Service _____ at _____ o'clock ___M., and made personal service of it upon _____

Mileage _____ by locating _____ and tendering a copy of summons and accompanying documents on _____

Total _____ (insert date).

Date _____

Sheriff, Bailiff, Process Server

By _____

Deputy

Return of Service of Summons (Residential)

Fees I received this summons on _____

Service _____ at _____ o'clock ___M., and made residential service of it upon _____

Mileage _____ leaving at _____ usual place of residence with _____ a person of _____

Total _____ suitable age and discretion then residing therein, a copy of the summons, a copy of the complaint

Date _____ and accompanying documents on _____ (insert date).

Sheriff, Bailiff, Process Server

By _____

Deputy

Return of Service of Summons (Failure of Service)

Fees I received this summons on _____

Service _____ at _____ o'clock ___M., with instructions to make personal – residential service upon _____

Mileage _____ and was unable to serve a copy of the summons upon _____ for _____

Total _____ the following reasons:

Date: _____

Sheriff, Bailiff, Process Server

Deputy