

Faith Andrews
Clerk of Common Pleas Court
Lake County Courthouse West Annex, 25 North Park Place
Painesville OH 44077

In The Court Of Common Pleas
Division of Domestic Relations
Lake County, Ohio

Caption: _____
vs.

Case No. _____

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

_____ Fed Ex

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 _____

Email _____