

**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: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**RETURN**

Received this writ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_M., and on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, 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 \_\_\_\_\_ (insert date).

Total \_\_\_\_\_

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 suitable age and discretion then residing therein, a copy of the summons and accompanying documents on \_\_\_\_\_ (insert date).

Total \_\_\_\_\_

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 and accompanying documents upon \_\_\_\_\_ for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Total \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Sheriff, Bailiff, Process Server

\_\_\_\_\_  
Deputy