

**LAKE COUNTY
COURT OF COMMON PLEAS
Juvenile Division**

Karen Lawson, Judge

**53 E. Erie Street, Painesville, OH 44077
440-350-3000**

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

_____ Publication/Posting

With the following paper

_____ Regular Summons (28 Days)

_____ Amended Complaint Summons

_____ Answer and Counterclaim or Third Party Summons

_____ Contempt Summons

_____ Other: _____

_____ Journal Entry

Without Journal Entry

Name of pleadings: _____

Name and Address

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