

THE STATE OF OHIO  
Cuyahoga County

**IN THE COURT OF COMMON PLEAS  
INSTRUCTIONS FOR SERVICE**

\_\_\_\_\_  
vs.  
\_\_\_\_\_  
\_\_\_\_\_

No. \_\_\_\_\_

Judge \_\_\_\_\_

Date \_\_\_\_\_

<input type="checkbox"/> ORDINARY MAIL	<input type="checkbox"/> PERSONAL SERVICE	NUMBER OF SERVICE ATTEMPTS <input type="text"/>
<input type="checkbox"/> CERTIFIED MAIL	<input type="checkbox"/> RESIDENCE SERVICE	SHOW ADDRESS FOR SERVICE IF DIFFERENT FROM THE ONE SHOWN IN CAPTION

ADDITIONAL INSTRUCTIONS:

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

\_\_\_\_\_  
Plaintiff Attorney

\_\_\_\_\_  
Firm Name

**CLERK'S CERTIFICATE OF MAILING**



Service of Process was sent by ordinary mail this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Answer day is 28 days after date of mailing – answer day \_\_\_\_\_

Attest: Clerk of Courts \_\_\_\_\_  
Deputy