



Common Pleas Court of Cuyahoga County, Ohio  
Nailah K. Byrd, Clerk of Courts

**INSTRUCTIONS FOR SERVICE**

\_\_\_\_\_  
Plaintiff(s)

Vs.

\_\_\_\_\_  
Defendants(s)

Case Number \_\_\_\_\_

Judge: \_\_\_\_\_

Date: \_\_\_\_\_

Method of Service Requested:

Certified Mail Service \_\_\_ Ordinary Mail Service \_\_\_ Federal Express Service \_\_\_

Personal Service by the Sheriff of \_\_\_\_\_ County \_\_\_

Residence Service by the Sheriff of \_\_\_\_\_ County \_\_\_

Personal Service By Process Server \_\_\_\_\_

Residence Service by Process Server \_\_\_\_\_

Name(s) and Address(es) of Parties to Serve:

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

Additional Instructions:

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

Filing Party Name: \_\_\_\_\_ Supreme Court ID if applicable: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*For Use by Sheriff or Process Server Only*

Number of Service Attempts: \_\_\_\_\_

Address for Service if Different from address included above: \_\_\_\_\_