



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

INSTRUCTIONS FOR SERVICE

Plaintiff(s)

Case Number _____

Vs.

Judge: _____

Defendants(s)

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 _____

Civ.R. 4.7 Waiver Requested _____

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: _____