

THE STATE OF OHIO
Cuyahoga County

IN THE COURT OF COMMON PLEAS
INSTRUCTIONS FOR SERVICE

vs.

No. _____

Judge _____

Date _____

ORDINARY MAIL

PERSONAL SERVICE

NUMBER OF SERVICE ATTEMPTS

CERTIFIED MAIL

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: Nailah Byrd, Clerk of Courts _____

Deputy