

**Common Pleas Court of Franklin County, Ohio  
Maryellen O'Shaughnessy, Clerk of Courts**

**INSTRUCTIONS FOR SERVICE**

\_\_\_\_\_  
PLAINTIFF(S)

Vs.

\_\_\_\_\_  
CASE NO.

\_\_\_\_\_  
DEFENDANT(S)

**TO THE CLERK OF COURTS, YOU ARE INSTRUCTED TO MAKE:**

CERTIFIED MAIL SERVICE \_\_\_\_\_ ORDINARY MAIL 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 \_\_\_\_\_

**OF THE FOLLOWING DOCUMENTS:** \_\_\_\_\_

**UPON:**

\_\_\_\_\_  
(NAME #1)

\_\_\_\_\_  
(NAME #2)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(CITY—STATE—ZIP CODE)

\_\_\_\_\_  
(CITY—STATE—ZIP CODE)

\_\_\_\_\_  
(NAME #3)

\_\_\_\_\_  
(NAME #4)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(CITY—STATE—ZIP CODE)

\_\_\_\_\_  
(CITY—STATE—ZIP CODE)

\_\_\_\_\_  
Attorney Name and Supreme Court I.D. No.

\_\_\_\_\_  
Address, City, State, Zip Code

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