

**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