



Summit County Court of Common Pleas  
Civil Division

**Instructions:** Complete the following form and file with the Summit County Clerk of Courts - Civil Division, located at:  
205 South High Street, 1st Floor, Akron, Ohio 44308.

**Case Caption:**

Plaintiff

v.

Case Number

Defendant

**INSTRUCTIONS FOR SERVICE**

**To Clerk:** You are hereby requested to make service upon the following by:

- ☐ FedEx  
☐ Certified Mail  
☐ Regular Mail  
☐ Sheriff Service (Personal)  
☐ Sheriff Service (Personal or Residential)  
☐ Personal Service (Process Server): \_\_\_\_\_

**Please Serve the following pleadings:**

**Parties to be served:**

Name: \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

s/ \_\_\_\_\_

by:

Supreme Ct # \_\_\_\_\_