



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:	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40%;"> <p>_____</p> <p>Plaintiff</p> </div> <div style="width: 10%; text-align: center; font-size: 24px;">v.</div> <div style="width: 40%;"> <p>Case Number _____</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="width: 40%;"> <p>_____</p> <p>Defendant</p> </div> <div style="width: 50%; text-align: right;"> <p><u>INSTRUCTIONS FOR SERVICE</u></p> </div> </div>		
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To Clerk: You are hereby requested to make service upon the following by:

- FedEx
- Certified Mail
- Regular Mail – Certificate of Mailing
- Sheriff Service (Personal)
- Sheriff Service (Personal or Residential)
- Personal Service (Process Server): _____
- Waiver of Service requested under Civil Rule 4.7

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 # _____