



Summit County Court of Common Pleas  
Domestic Relations Division

SERVICE INSTRUCTIONS

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

<b>Case Caption:</b>			
_____			
Plaintiff			
	v.	Case Number	_____
_____			
Defendant			

**To Clerk:** You are hereby requested to make service of:

- Final Civil Protection Order
- Dismissal of Civil Protection Order
- Re-issued Civil Protection Order (Due to lack of service)

**Party to be served:**

Plaintiff's Home Address:

Police Department

Party \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_  
County: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Defendant's Home Address:

Attorney

Party \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_  
County: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Clerk Use Only:

\_\_\_\_\_ notices issued with \_\_\_\_\_

certified orders by:

\_\_\_\_\_