



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: | <p>_____</p> <p>Plaintiff</p> <p style="text-align: center;">v.</p> <p>_____</p> <p>Defendant</p> <p style="text-align: right;">Case Number _____</p> <p style="text-align: right;"><u>INSTRUCTIONS FOR SERVICE</u></p> | | |
|----------------------|--|--|--|

To Clerk: You are hereby requestd 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/ _____

Attorney for Plaintiff (or pro se litigant)

Supreme Ct # _____