



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: 45%;"> <p>_____</p> <p>Plaintiff</p> </div> <div style="width: 10%; text-align: center;">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: 45%;"> <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 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: _____	Name: _____
Address _____	Address _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Name: _____	Name: _____
Address _____	Address _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____

s/ _____

Attorney for Plaintiff (or pro se litigant) Supreme Ct # _____