

REQUEST AND INSTRUCTIONS FOR ORDINARY MAIL SERVICE

FRANKLIN COUNTY MUNICIPAL COURT
SMALL CLAIMS DIVISION
375 SOUTH HIGH STREET, COLUMBUS, OHIO 43215

INSTRUCTIONS TO CLERK

v.

Case No. _____ CVI _____

IF SERVICE OF PROCESS BY CERTIFIED MAIL IS RETURNED BY THE POSTAL AUTHORITIES WITH AN ENDORSEMENT OF "REFUSED" OR "UNCLAIMED" AND IF THE CERTIFICATE OF MAILING CAN BE DEEMED COMPLETE NOT LESS THAN FIVE (5) DAYS BEFORE ANY SCHEDULED HEARING, THE UNDERSIGNED WAIVES NOTICE OF THE FAILURE OF SERVICE BY THE CLERK AND REQUESTS ORDINARY MAIL SERVICE IN ACCORDANCE WITH CIVIL RULE 4.6(C) or (D) AND CIVIL RULE 4.6 (E).

DATE: _____

SIGNATURE: _____
 Plaintiff, pro se Attorney for Plaintiff