

# COMMON PLEAS COURT OF FRANKLIN COUNTY, OHIO Clerk of Courts

## INSTRUCTIONS FOR SERVICE

\_\_\_\_\_  
PLAINTIFF(S)

CASE NO. \_\_\_\_\_

VS.

\_\_\_\_\_  
DEFENDANTS)

TO THE CLERK OF COURTS, YOU ARE INSTRUCTED TO MAKE:

CERTIFIED MAIL SERVICE \_\_\_\_\_ ORDINARY MAIL SERVICE \_\_\_\_\_  
PERSONAL SERVICE BY THE SHERIFF OF \_\_\_\_\_ COUNTY \_\_\_\_\_  
RESIDENCE SERVICE BY THE SHERIFF OF \_\_\_\_\_ COUNTY \_\_\_\_\_  
PERSONAL SERVICE BY PROCESS SERVER \_\_\_\_\_ RESIDENCE SERVICE BY PROCESS SERVER \_\_\_\_\_  
OF THE FOLLOWING DOCUMENTS \_\_\_\_\_

UPON:

\_\_\_\_\_  
(NAME #1)  
\_\_\_\_\_  
(ADDRESS)  
\_\_\_\_\_  
(CITY - STATE - ZIP CODE)

\_\_\_\_\_  
(NAME #2)  
\_\_\_\_\_  
(ADDRESS)  
\_\_\_\_\_  
(CITY - STATE - ZIP CODE)

\_\_\_\_\_  
(NAME #3)  
\_\_\_\_\_  
(ADDRESS)  
\_\_\_\_\_  
(CITY - STATE - ZIP CODE)

\_\_\_\_\_  
(NAME #4)  
\_\_\_\_\_  
(ADDRESS)  
\_\_\_\_\_  
(CITY - STATE - ZIP CODE)

\_\_\_\_\_  
(ATTORNEY NAME)  
\_\_\_\_\_  
(ADDRESS)  
\_\_\_\_\_  
(CITY - STATE - ZIP CODE)  
\_\_\_\_\_  
(ATT. REG. NO.)                      PHONE NO.

**COST:**

RECEIPT# \_\_\_\_\_  
(COST)                      (DEPOSITS)  
CLERK \$ \_\_\_\_\_ CLERK \$ \_\_\_\_\_  
FR. CO. SHERIFF \$ \_\_\_\_\_ FR. CO. SHERIFF \$ \_\_\_\_\_  
FOREIGN SHERIFF \$ \_\_\_\_\_ FOREIGN SHERIFF \$ \_\_\_\_\_