

COURT OF COMMON PLEAS
LORAIN COUNTY, OHIO
TOM ORLANDO, CLERK

_____)	_____
Plaintiff(s),)	Case Number
)	
V.)	
)	_____
)	Judge
_____)	
Defendant(s).)	REQUEST FOR SERVICE

To the Clerk:

Please serve _____
(print name or short title of the pleading(s) or document(s) to be served here)

Upon _____
(print name of party to be served here)

At: _____
(print street address, city, state and zip code of party to be served here)

By: Certified Mail

Ordinary Mail

Personal/Residential Service issued to: **Sheriff of _____ County**

Personal/Residential Service issued to: **Process Server**

Should the Clerk make this address the party's primary address on the case? YES NO

Signature of party or attorney: _____

Printed Name: _____ Atty. Registration # _____

NOTE: *The Clerk's office requires all service copies to be provided with the Request for Service.* Pursuant to Civ. R. 4.1, our office may require from the party seeking service an advance deposit sufficient to pay for the cost of service. Please refer to the Clerk's Fee Schedule.