

COURT OF COMMON PLEAS, DOMESTIC RELATIONS DIVISION
LORAIN COUNTY, OHIO
TOM ORLANDO, CLERK

_____) CASE NO. _____
_____))
Plaintiff(s),)
v.) JUDGE _____
_____))
_____))
Defendant(s).) INSTRUCTIONS TO CLERK FOR SERVICE
(Print legibly or type; additional security
for costs may be required)

_____ Do NOT serve party listed below – Civ.R. 4.7 waiver of service requested

You are instructed to make service of the following pleading(s): *PLEASE PROVIDE SERVICE COPY*

- summons on complaint or petition summons on motion in contempt
 summons on answer and cross-complaint other (describe more fully below):

Via the method indicated:

- certified mail, return receipt requested _____ restricted delivery
 registered mail _____ restricted delivery
 ordinary U.S. mail
 service by Sheriff of _____ County (select one): _____ personal _____ residential
 service by process server (select one): _____ personal _____ residential

NAME OF PROCESS SERVER: _____

Upon party (one party per form):

Name: _____

Address #1: _____

City – State – ZIP code: _____

Address #2: _____

City – State – ZIP code: _____

REQUESTED BY:

Signature of Party or Attorney: _____

Print Name: _____ Attorney for: _____

Atty. Registr. #: _____ Telephone: _____

Lorain County Justice Center • 225 Court Street • First Floor • Elyria, Ohio 44035

WAIVERS OF SERVICE ARE NOT PERMITTED FOR CIVIL PROTECTION ORDERS ISSUED PURSUANT TO CIV.R. 65.1.