

IN THE COMMON PLEAS COURT

STATE OF OHIO
COUNTY OF PORTAGE

CASE # _____

Plaintiff

vs

REQUEST FOR SERVICE AND
INSTRUCTIONS

Defendant

TO THE CLERK: PLEASE SERVE A COPY OF _____
(Document to be served)

on _____
(Name and Address of Party to be served)

by: ___ Ordinary Mail
___ Certified Mail
___ Personal Service
___ Residence Service Set forth address for service if
different from the one shown in caption.

OTHER INSTRUCTIONS/COMMENTS: _____

Attorney

CERTIFICATE OF MAILING
Civil Rule 4.6(D)
COMPLETED AND FILED BY THE CLERK

THE DOCUMENT DESCRIBED ABOVE WAS MAILED BY ORDINARY MAIL BY THE CLERK
ON _____.

Deputy Clerk
LINDA K. FANKHAUSER, CLERK OF COURTS