

COURT OF COMMON PLEAS, GENERAL 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 answer and cross-claim
- summons on motion for revivor
- notice of foreign judgment
- notice of cognovit judgment
- other (describe more fully below):

Via the method indicated:

- certified mail, return receipt requested
- 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; attach sheet for more than two addresses for a party):

Name: _____

Address #1: _____

City – State – ZIP code: _____

Address #2: _____

City – State – ZIP code: _____

REQUESTED BY:

Party or attorney name: _____

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.