IN THE COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
MEDINA COUNTY, OHIO

_____) CASE NO. _____
)
) **JUDGE JULIE A. SCHAFER**
vs.   )
)
_____) **INSTRUCTIONS TO CLERK**
) **FOR SERVICE**

TO CLERK: You are hereby requested to make service upon the following by:

☐ FedEx [O.R.Civ.Pro.4.1(A)(1)(b)]
☐ Certified Mail [O.R.Civ.Pro.4.1(A)(1)(a)]
☐ Ordinary Mail with Certificate of Mailing (only after Certified fails for being unclaimed or refused)
☐ Sheriff – Personal Service
☐ Sheriff – Residence Service
☐ Personal Service by Process Server: _____
☐ Foreign Sheriff – Personal Service
   County _____ Fee Paid: ☐

(If FedEx/Certified returns as insufficient address, vacant, unable to forward or unknown, you must attempt to find a new address and start service over; if you are unable to find a new address, you must file an Affidavit and Request for Publication/Posting with the Clerk of Courts.)

PLEASE SERVE: Indicate below what you would like served, e.g. Complaint for Divorce.
          (If you would like service on a previously filed document, include the name of the document and the date it was filed.)

_____   _____
_____   _____
_____   _____
_____

TO:
Plaintiff/Petitioner1/Petitioner: **Defendant/Petitioner 2/Respondent:**

_____   _____
Address: _____   Address: _____
_____   _____
City: _____ State: ____ Zip: _____   City: _____ State: ____ Zip: ____
Phone: _____ Email: _____   Phone: _____ Email: _____

Additional Party: **Additional Party:**

_____   _____
Address: _____   Address: _____
_____   _____
City: _____ State: ____ Zip: _____   City: _____ State: ____ Zip: ____
Phone: _____ Email: _____   Phone: _____ Email: _____

_____   _____
Attorney or Self-Represented Filer   **Supreme Ct. #**