

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

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
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 SERVE)
BY:	<input type="checkbox"/> ORDINARY MAIL <input type="checkbox"/> CERTIFIED MAIL <input type="checkbox"/> PERSONAL SERVICE <input type="checkbox"/> PROCESS SERVER
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)