

IN THE COURT OF COMMON PLEAS
PORTAGE COUNTY, OHIO

PLAINTIFF

CASE NO. _____

VS

**REQUEST FOR SERVICE
INSTRUCTIONS**

DEFENDANT

TO THE CLERK: PLEASE SERVE A COPY OF _____
(DOCUMENT TO BE SERVED)
ON _____
(NAME AND ADDRESS OF PARTY TO BE SERVED)

____ ORDINARY MAIL WITH CERTIFICATE OF MAILING
CIVIL RULE 4.6 (D)

____ CERTIFIED MAIL

____ SHERIFF SERVICE..... PERSONAL SERVICE _____
RESIDENTIAL SERVICE _____

____ PROCESS SERVER..... PERSONAL SERVICE _____
RESIDENTIAL SERVICE _____

OTHER INSTRUCTIONS/COMMENTS: _____

ATTORNEY / PRO SE