COMMON PLEAS COURT OF DELAWARE COUNTY, OHIO
Clerk of Courts

INSTRUCTIONS FOR SERVICE

_____ CASE NO. _____
PLAINTIFF(S)

VS.

_____
DEFENDANTS)

TO THE CLERK OF COURTS, YOU ARE INSTRUCTED TO MAKE:

CERTIFIED MAIL SERVICE ☐ ORDINARY MAIL SERVICE ☐

PERSONAL SERVICE BY THE SHERIFF OF _____ COUNTY ☐

RESIDENCE SERVICE BY THE SHERIFF OF _____ COUNTY ☐

PERSONAL SERVICE BY PROCESS SERVER ☐ RESIDENCE SERVICE BY PROCESS SERVER ☐

OF THE FOLLOWING DOCUMENTS _____

_____

UPON:

_____ (NAME #1)	_____ (NAME #2)
_____ (ADDRESS)	_____ (ADDRESS)
_____	_____
_____ (CITY - STATE - ZIP CODE)	_____ (CITY - STATE - ZIP CODE)
_____ (NAME #3)	_____ (NAME #4)
_____ (ADDRESS)	_____ (ADDRESS)
_____	_____
_____ (CITY - STATE - ZIP CODE)	_____ (CITY - STATE - ZIP CODE)

****

_____
(ATTORNEY NAME)

_____
(ADDRESS)

_____
(CITY - STATE - ZIP CODE)

_____
(ATT. REG. NO.) PHONE NO.

COST:

RECEIPT# _____

(COST)	(DEPOSITS)
CLERK $_____	CLERK $_____
DEL CO SHERIFF $_____	DEL CO SHERIFF $_____
FOREIGN SHERIFF $_____	FOREIGN SHERIFF $_____