

JAN ANTONOPLOS
CLERK OF COURTS
COMMON PLEAS COURT DELAWARE COUNTY, OHIO

Plaintiff/Petitioner
VS./AND

Case No. _____

Defendant/Petitioner

INSTRUCTIONS FOR ORDINARY MAIL SERVICE

YOU ARE INSTRUCTED TO MAKE ORDINARY MAIL SERVICE UPON:

Plaintiff/Petitioner

Employer/Financial Institution

Defendant/Petitioner

(Requesting Authority)

CLERK'S CERTIFICATE OF ORDINARY MAIL SERVICE

I, THE UNDERSIGNED DEPUTY CLERK, DO HEREBY CERTIFY THAT A COPY OF:

PLAINTIFF/PETITIONER

DEFENDANT/PETITIONER

EMPLOYER/FINANCIAL INSTITUTION

WAS MAILED TO EACH OF THE ABOVE LISTED PARTIES, BY ORDINARY U.S. MAIL, POSTAGE PREPAID, THIS _____ DAY OF _____, 20 ____ .

DEPUTY CLERK