

**JAN ANTONOPLOS**  
**DELAWARE COUNTY CLERK OF COURTS**  
**91 N. SANDUSKY ST.**  
**DELAWARE, OHIO 43015**

\_\_\_\_\_  
VS.

Case no. \_\_\_\_\_

## INSTRUCTIONS FOR ORDINARY MAIL SERVICE

You are instructed to make ordinary mail service upon

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
ATTORNEY

\_\_\_\_\_  
SUPREME COURT I.D.

\_\_\_\_\_  
(DATE)

## CLERK'S CERTIFICATE OF ORDINARY MAIL SERVICE

I, the undersigned deputy clerk, do hereby certify that a copy of

- |  |  |   |
|--|--|---|
| <p>SUMMONS<br/>____ COMPLAINT (01)<br/>____ SUMMONS &amp; ORDER TO APPEAR, NTC<br/>____ ANSWER<br/>____ JUDGMENT ENTRY<br/>____ ENTRY<br/><b>CSEA DOCUMENTS:</b><br/>____ REQ FOR ADM MSTK OF FCT HRG<br/>____ REQ FOR ADJ CT HRG<br/>____ ARREARAGE WORKSHEET<br/>____ SUPPORT WORKSHEET<br/>____ ORD &amp; NTC TO OBLIGOR/<br/>____ OBLIGEE, EMP &amp; INS</p> | <p>MOTION(S)<br/>____ MEMO(S)<br/>____ NOTICE OF HEARING(S)<br/>____ 591 NOTICE<br/>____ AFFIDAVIT(S)<br/>____ CUSTODY AFFIDAVIT<br/>____<br/>____ ORDER TO SEEK EMPLOY<br/>____ LUMP SUM TRANS ORDER<br/>____ HEALTH DISC AFFIDAVIT<br/>____ NTC OF OBJ LTTR<br/>____ NTC/INCOME PROVDR<br/>____ W/HOLD OBLGR</p> | <p>INTERROGATORIES<br/>____ REQ FOR PROD OF DOC<br/>____ MTN, ENTRY FOR CONT<br/>____ EXHIBITS<br/>____ MDL VISIT SCHEDULE<br/>____ FNDNGS OF FCT &amp; CNCLSNS OF LAW<br/>____<br/>____ CSEA INVESTIGATION<br/>____ CSEA TERM INVESTIGATION<br/>____ ADM MOD HRG DECISION<br/>____ ADM MOD RECOMMENDATION<br/>____ ADDNDM W/HOLD NTC SPPT ORD<br/>____</p> |
|--|--|---|

OTHER:  
\_\_\_\_\_

\_\_\_\_\_  
WAS MAILED TO THE PARTY LISTED ON THE INSTRUCTIONS ABOVE, BY ORDINARY U.S.  
MAIL, POSTAGE PREPAID, ON \_\_\_\_\_

\_\_\_\_\_  
DEPUTY CLERK