IN THE COURT OF COMMON PLEAS
PORTAGE COUNTY, OHIO

_____ CASE NO._____

PLAINTIFF

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