

**PROBATE COURT OF CUYAHOGA COUNTY, OHIO**

**ANTHONY J. RUSSO, Presiding Judge**

**LAURA J. GALLAGHER, Judge**

\_\_\_\_\_  
**PLAINTIFF(S)**

Case No: \_\_\_\_\_

Judge: \_\_\_\_\_

**v.**

\_\_\_\_\_  
**DEFENDANT(S)**

**INSTRUCTIONS FOR SERVICE**

**To the Clerk: Please serve summons to the following Parties by the method indicated below:**

<input type="checkbox"/> Certified Mail Summons (ALL new Civil actions to be served by Court via Certified Mail) <i>*Exceptions: Concealment of Assets and Citation to Produce Will actions require Court-Issued Sheriff Service</i>
<input type="checkbox"/> Ordinary Mail Summons <input type="checkbox"/> Publication – Affidavit for Unknown Heirs and/or Unknown Addresses <u>ATTACHED</u>
<input type="checkbox"/> Sheriff Service ( <input type="checkbox"/> Personal Service <input type="checkbox"/> Residential Service) <input type="checkbox"/> Summons by Sheriff of _____ County, Ohio <input type="checkbox"/> Summons by Sheriff of _____ County, State of _____
<input type="checkbox"/> Process Server ( <input type="checkbox"/> Personal Service <input type="checkbox"/> Residential Service) <input type="checkbox"/> Copy of Entry granting Motion to Serve by Process Server <u>ATTACHED</u> , or <input type="checkbox"/> Standing Order for Process Server on record with Probate Court
<b>If this is not the first attempt at service, select a service method above and indicate if this is an alias (second) or pluries (third or additional) summons.</b>  <input type="checkbox"/> Alias Summons <input type="checkbox"/> Pluries Summons

**Party to Serve:** \_\_\_\_\_ **Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**With the following documents (Copies ATTACHED):**

\_\_\_\_\_  
\_\_\_\_\_

**Instructions prepared by:**

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone: \_\_\_\_\_