

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
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. <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: _____