

IN THE COURT OF COMMON PLEAS  
DOMESTIC RELATIONS DIVISION  
PORTAGE COUNTY, OHIO

\_\_\_\_\_  
PLAINTIFF

CASE NO. \_\_\_\_\_

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 SERVE)

BY: \_\_\_\_\_ ORDINARY MAIL  
\_\_\_\_\_ ORDINARY MAIL WITH CERTIFICATE OF MAILING  
CIVIL RULE 4.6 (D)  
\_\_\_\_\_ CERTIFIED MAIL  
\_\_\_\_\_ SHERIFF SERVICE  
\_\_\_\_\_ PROCESS SERVER

OTHER INSTRUCTIONS/COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
ATTORNEY

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