

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

ANTHONY J. RUSSO, Presiding Judge

LAURA J. GALLAGHER, Judge

PLAINTIFF(S)

Case No: _____

v.

Judge: _____

DEFENDANT(S)

INSTRUCTIONS FOR SERVICE

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

Certified Mail Summons (ALL new Civil actions to be served by Court via Certified Mail)

**Exceptions: Concealment of Assets and Citation to Produce Will actions require Court-Issued Sheriff Service*

Ordinary Mail Summons

Publication – Affidavit for Unknown Heirs and/or Unknown Addresses ATTACHED

Personal Service of Summons by Sheriff of _____ County, Ohio

Personal Service of Summons by Sheriff of _____ County, State of _____

Process Server (Personal Service Residential Service)

Copy of Entry granting Motion to Serve by Process Server ATTACHED, or

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.

Alias Summons

Pluries Summons

Party to Serve:

Address:

With the following documents (Copies ATTACHED):

Instructions prepared by:

Signature: _____

Address: _____

Printed Name: _____

Phone: _____