

COURT OF COMMON PLEAS, DOMESTIC RELATIONS DIVISION  
LORAIN COUNTY, OHIO  
TOM ORLANDO, CLERK

Plaintiff(s), ) CASE NO. \_\_\_\_\_  
v. )  
\_\_\_\_\_  
Defendant(s). )  
INSTRUCTIONS TO CLERK FOR SERVICE  
(Print legibly or type; additional security  
for costs may be required)

**You are instructed to make service of the following pleading(s): \*PLEASE PROVIDE SERVICE COPY\***

- summons on complaint or petition
- summons on answer and cross-complaint
- summons on motion in contempt
- other (describe more fully below):

**Via the method indicated:**

certified mail, return receipt requested     restricted delivery

registered mail     restricted delivery

ordinary U.S. mail

service by Sheriff of \_\_\_\_\_ County (select one):     personal     residential

service by process server (select one):     personal     residential

NAME OF PROCESS SERVER:

### **Upon party (one party per form):**

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

Address #1: \_\_\_\_\_

City – State – ZIP code: \_\_\_\_\_

Address #2: \_\_\_\_\_

City – State – ZIP code: \_\_\_\_\_

**REQUESTED BY:**

Signature of Party or Attorney: \_\_\_\_\_

Print Name: \_\_\_\_\_ Attorney for: \_\_\_\_\_

Atty. Registr. #: \_\_\_\_\_ Telephone: \_\_\_\_\_

Lorain County Justice Center • 225 Court Street • First Floor • Elyria, Ohio 44035

**REQUESTS FOR WAIVERS OF SERVICE ARE NOT PERMITTED FOR DOMESTIC RELATIONS MATTERS, EFF. 7/1/2022.**