



## Domestic Relations Division Summit County Court of Common Pleas

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**Honorable Katarina Cook**  
Administrative Judge

### INSTRUCTIONS FOR UNREPRESENTED PARTIES IF OTHER PARTY NOT SERVED BY TIME OF THE HEARING

**Chief Magistrate**

Scot Stevenson

**Magistrates**

Jason Adams  
Stephan Collins  
Cara Ford  
Rebecca DiDonato  
Heimbaugh  
Elisa Hill  
Julie Schafer  
Margaret Scott  
Christopher Snyder  
Cheryl Wear

**Mediator**

Diane Dougherty

**Court Administrator**

Thomas McLaughlin

1. Obtain a Motion for Continuance and an Order granting the continuance.
2. Fill out heading for both Motion and Order.
3. Fill out body of motion stating "lack of service" for reason for continuance.
4. Get magistrate's signature on Order. You can either leave it in her/his box or ask the bailiff to give it to her/him and ask if he/she will sign it immediately.
5. Get a hearing date from schedulers for new hearing.
6. Go to **Clerk of Courts, Domestic Relations window** and fill out a Service Request based on one of the two situations below:
  - a. If original certified mail service came back "not at this address", or "attempted not known", or "insufficient address" or similar reason that indicates that the other party does not live at the address or the address is insufficient (for example missing an apartment number) that means that you have a bad address for service purposes and cannot try to serve the other party there again. In that case you must *get a good address* and you must request **certified mail service all over again**. Make sure to include your original complaint or motion AND the motion and order to continue in the service package.
  - b. If the original certified mail service comes back "unclaimed" or "refused" or similar reason that indicates that the other party does live there but simply isn't responding to the mail, you must request **regular mail service with certification of mailing**. Make sure to include your original complaint or motion AND the motion and order to continue in the service package.
  - c. If you tried to serve the other party via FedEx but it failed *for any reason* you must start again using **certified mail service** all over again.
7. Show up at day and time of hearing with whatever evidence and/or witnesses you need for that particular hearing.