



**Summit County Court of Common Pleas  
Domestic Relations Division  
SERVICE REQUEST**

**Instructions:** Complete the following form and file with the Summit County Clerk of Courts – Domestic Relations Division, located at: 205 South High Street, 1<sup>st</sup> Floor, Akron OH 44308. For further instruction, go to Website: [www.drcourt.org](http://www.drcourt.org)

**Case Caption:**

\_\_\_\_\_ **Case Number**

\_\_\_\_\_ Plaintiff / Petitioner 1 / Petitioner

\_\_\_\_\_ Defendant / Petitioner 2 / Respondent

**To Clerk:** You are hereby requested to make service upon the following by:

- FedEx [preferred over Certified Mail] \*
- Certified Mail \*
- Regular Mail [only after FedEx/Certified fails for being unclaimed or refused]\*
- Sheriff Service
- Personal Service by Process Server \_\_\_\_\_
- E-Mail for Child Support Enforcement Agency (CSEA) only

**\*If FedEx/Certified returns as insufficient address, vacant, unable to forward or unknown, you must attempt to find a new address and start service over; if you are unable to find a new address, you must file an affidavit and request for publication/posting with the clerks.**

**Please Serve:** Indicate below what you would like served, e.g., Complaint for Divorce.  
(If you would like service on a previously filed document, include the name of the document and the date it was filed).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff / Petitioner 1 / Petitioner

Defendant / Petitioner 2 / Respondent

Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Additional Party:

Additional Party:

Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Attorney or Self-Represented Filer  
(If attorney, include your Supreme Ct. #)

Supreme Ct. #