



**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, 1st Floor, Akron OH 44308. For further instruction, go to Website: www.drcourt.org

Case Caption:

_____ **Case Number**

_____ Plaintiff / Petitioner 1 / Petitioner

vs.

_____ 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).

Please check the box of the person(s) whom you are requesting to be served (notified):

Plaintiff / Petitioner 1 / Petitioner

 Address _____

 City _____ State _____ Zip _____
 Phone _____ Email _____

Defendant / Petitioner 2 / Respondent

 Address _____

 City _____ State _____ Zip _____
 Phone _____ Email _____

Additional Party: _____

Address _____

 City _____ State _____ Zip _____
 Phone _____ Email _____

Additional Party: _____

Address _____

 City _____ State _____ Zip _____
 Phone _____ Email _____

 Attorney or Self-Represented Filer
 (if attorney, include your Supreme Ct. #)
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Email _____