



Summit County Court of Common Pleas
Domestic Relations Division

Domestic Violence or Dating Violence Civil Protection Order
CONTEMPT
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** _____
Petitioner
vs.
_____ Respondent

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

- FedEx [preferred over Certified Mail] *
- Certified Mail *
- Regular Mail [only after FedEx/Certified fails for being unclaimed or refused]*
- Sheriff Service [see Page 2]
- Personal Service by Process Server _____

* 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.
(If you would like service on a previously filed document, include the name of the document and the date it was filed).

- MOTION FOR CONTEMPT** **Other:** _____
- NOTICE OF HEARING** _____
- AFFIDAVIT** _____
- ORDER TO APPEAR AND SHOW CAUSE** _____

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

<input type="checkbox"/> Petitioner:	<input type="checkbox"/> Respondent:
Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone _____ Email _____	Phone _____ Email _____

Additional Party: **Work:** **Other:**

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Requested by:

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

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

IN THE COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
SUMMIT COUNTY, OHIO

(IF SHERIFF SERVICE IS REQUESTED)

Case Caption:

Petitioner
vs.

Respondent

Case Number

**DOMESTIC VIOLENCE OR DATING VIOLENCE
CONTEMPT MOTION SERVICE REQUEST**

Special Instructions to the Sheriff Department

BEST TIME TO SERVE PETITIONER/RESPONDENT WITH CONTEMPT MOTION: _____ A.M. / P.M.

BEST PLACE PETITIONER/RESPONDENT CAN BE SERVED: (PLEASE PROVIDE COMPLETE ADDRESS)

WORK / OTHER ADDRESSES PETITIONER/RESPONDENT CAN BE SERVED:

ADDITIONAL INFORMATION (IF ANY) TO ASSIST SHERIFF IN SERVING PETITIONER/RESPONDENT:

Petitioner/Respondent's Physical Description

Birth Date: _____
Height: _____
Weight: _____
Hair Color: _____
Eye Color: _____
Race: _____
Complexion: _____
Tattoos/Scars: _____
Health Issues: _____
Glasses / Beard / Moustache
Male / Female
Does Petitioner/Respondent have any other arrests? _____
Petitioner/Respondent's Phone Number: _____
If parties have child(ren) in common, who currently has possession?

Petitioner/Respondent Property Description

Vehicle Make: _____
Vehicle Model: _____
Vehicle Year: _____
Vehicle Color: _____
License Plate #: _____
Residents of above Address: _____

Pets at above Address: _____

Other Vehicles: _____

What were they: _____
Cell Number: _____

Contact Number of Person Filing for Sheriff: _____

SIGNATURE OF PETITIONER/RESPONDENT
