

**COURT OF COMMON PLEAS
JUVENILE DIVISION
CUYAHOGA COUNTY, OHIO**

In the Matter of: _____ Case Number: _____
(Child's name)
 Pending Court Date (if applicable): _____ Judge: _____

INSTRUCTIONS FOR SERVICE

Pursuant to Juvenile Rule 16 and Civil Rule 4.1, for all first requests for service, the Clerk of Court will serve a copy of your filing to the parties listed by certified mail, unless an alternate service method is selected from the options provided. Service requests by other methods, or additional service requests on parties, may incur further fees. Upon subsequent requests for service the Clerk of Court will only serve by the method selected below.

Choose ONE service type per name and address:

Certified Mail (Check box if primary address) Name: _____
 Ordinary Mail Address: _____
 Personal Service _____
 Residential Service (City) (State) (Zip Code)
 Publication (affidavit required)

Certified Mail (Check box if primary address) Name: _____
 Ordinary Mail Address: _____
 Personal Service _____
 Residential Service (City) (State) (Zip Code)
 Publication (affidavit required)

Certified Mail (Check box if primary address) Name: _____
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 Personal Service _____
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Certified Mail (Check box if primary address) Name: _____
 Ordinary Mail Address: _____
 Personal Service _____
 Residential Service (City) (State) (Zip Code)
 Publication (affidavit required)

PLEASE BE ADVISED THAT IF YOU INCLUDE MULTIPLE ADDRESSES FOR THE SAME PERSON, THE ADDRESS WILL NOT BE UPDATED IN OUR SYSTEM. YOU MUST COMPLETE A CHANGE OF ADDRESS FORM, WHICH CAN BE FOUND IN THE CLERK'S OFFICE OR ON THE COURT'S WEBSITE: <https://juvenile.cuyahogacounty.gov/>

PLEASE IDENTIFY THE COMPLAINT OR MOTION THAT YOU WISH TO HAVE SERVED IN THE SPACE BELOW OR ATTACH A COPY TO THIS FORM.



Petitioner Name-Printed

Attorney Name-Printed

Signature Date

Signature Date

Address

Address

City State Zip Code

City State Zip Code

Phone Number

Phone Number

E-mail address

E-mail address