

**PROBATE COURT OF GUERNSEY COUNTY, OHIO
DAVID B. BENNETT, JUDGE**

Plaintiff,

Case No. _____

-vs-

:

Defendant(s), et. al.

REQUEST FOR ISSUANCE OF SUMMONS AND SERVICE

(Civil Rules 4 through 4.6)

Please issue Summons and serve the Complaint to the following parties:

ALL DEFENDANTS at the addresses listed on the Complaint by **United States Certified Mail**; by United States Express Mail; Except as otherwise indicated below and if the certified or express mail is returned UNCLAIMED or REFUSED, I request you then serve the defendant by ordinary mail with certificate of mailing pursuant to Civ. R. 4.6. (The Court may require an additional costs deposit to cover the costs of the express mail service.)

By commercial carrier service (specify carrier _____) the following defendants at the address listed on the Complaint and if the service by commercial carrier is returned REFUSED, I request you then serve the defendant by ordinary mail with certificate of mailing pursuant to Civ.R. 4.6:

The Court may require additional costs deposit to cover the costs of the commercial carrier service

Service is not required on the following parties because Waivers have been filed, or will be filed for the following parties:

By Personal Service or Residential Service by Sheriff of _____ County, Ohio,
or by Special Process Server _____ on the following parties at the address
listed on the Complaint:

_____	_____
_____	_____
_____	_____

If service by Process Server is requested, the Motion and proposed Entry appointing the server must be provided to the Court. The requesting party is responsible for arranging for the process server to pick up the documents for service and for payment of the fees and mileage of the special process server.

By Publication on the following parties:

_____	_____
_____	_____
_____	_____

Civil Rule 4.4 requires that if any address is unknown then publication be made once each week for six consecutive weeks. Before service by publication can be made, the party or counsel shall file an Affidavit pursuant to Civ. R. 4.4(A)(1). The Court may require an additional cost deposit be made by the requestor to cover the publication costs.

Signature of Requestor

Type or Printed Name

Address

Phone

Sup. Ct. Registration Number