

Rule 23. Service

(A) Process: summons.

Service shall be completed as provided in the Juvenile and Civil Rules of Procedure, as applicable.

(B) Service by publication: residence unknown.

If the residence of the respondent is unknown, service by publication shall be made by posting and mail. Before service by posting and mail can be made, an affidavit of a party or the party's counsel shall be filed with the court. The affidavit shall contain the same averments required by Juvenile Rule 16 or Civil Rule 4.4(A)(1), whichever is applicable, and in addition shall set forth the first and last name of the child and the respondent's last known address.

Upon the filing of the affidavit, the clerk shall cause service of notice to be made on the website of the court located at: <http://juvenile.cuyahogacounty.us> under the tab "Forms and Publications" and then after clicking "View Publications Here."

(C) Notice to attorneys and guardians *ad litem*.

Absent a prohibiting disability, counsel and guardians *ad litem* representing a party before the court shall provide a current email address to the court's Clerk's Office. Notice of all upcoming hearings will be provided to counsel via the email address they have provided. Nothing in this rule shall be construed as prohibiting the trial court in which the case is assigned from providing notice in any other manner.