

**Instructional Sheet for Completing Instructions for Service Form**

**INSTRUCTIONS FOR SERVICE**  
**CUYAHOGA COUNTY JUVENILE COURT**

THE STATE OF OHIO  
CUYAHOGA COUNTY

In RE: Print Case Name

Case: Print Juvenile Court's Assigned Case Number

Judge: Print Judge's Name Assigned to the Case

Pending Court Date (if applicable): \_\_\_\_\_

**TYPE OF SERVICE TO BE ISSUED:** (A method of service must be chosen in this section) Certified mail is a required method of service for all first time filings.)

Certified Mail

Ordinary Mail

Personal Service

Residential Service

Publication (attach affidavit)

**PARTIES TO BE SERVED:** Use this section to identify all of the persons that you would like to receive a copy of the attached motion, complaint, pleadings, other documents, etc.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**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:  
[www.juvenile.cuyahogacounty.us](http://www.juvenile.cuyahogacounty.us).**

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

**ADDITIONAL INSTRUCTIONS:**

To ensure that the Clerk sends out the correct information, use the space above to identify the complaint or motion, etc. that you would like attached to the summons that will be sent to the names and addresses that you have provided above.

**Sign Your Name**

\_\_\_\_\_  
ATTORNEY OR PETITIONER (SIGNATURE)

**Print your phone number**

\_\_\_\_\_  
PHONE NUMBER

**Print Your Name**

\_\_\_\_\_  
ATTORNEY OR PETITIONER (PRINT NAME)

**Print Today's Date**

DATE \_\_\_\_\_

**Print Person's name that you are representing**

\_\_\_\_\_  
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