

**TAMI PENTEK
ASHTABULA COUNTY CLERK OF COURTS
25 WEST JEFFERSON STREET
JEFFERSON, OHIO 44047-1092**

CASE NO. _____

CAPTION OF CASE: _____

PLAINTIFF
VS

DEFENDANT

INSTRUCTIONS FOR SERVICE

Please serve the following documents on the following parties as I have indicated below:

Please mark X before choice of service below.

TO: SHERIFF OF _____ CO / OR TO: CLERK OF ASHTABULA COUNTY

You are instructed to make Personal Service by Sheriff

Certified Mail Service Regular Mail Service with certificate

of Mailing Regular Mail Service on (NAME) _____

at (ADDRESS) _____

SPECIAL INSTRUCTIONS FOR SERVER:

SIGNED: _____