

**APRIL MARIOTTI
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: _____