

**ASHTABULA COUNTY COURT OF COMMON PLEAS  
PROBATE DIVISION  
ALBERT S. CAMPLESE, JUDGE**

**IN THE MATTER OF:**

Case No: \_\_\_\_\_

**INSTRUCTIONS FOR SERVICE**

[Civ. R. 73]

**TO THE CLERK:**

**You are instructed to make:**

Certified Mail Service

Ordinary Mail Service

Personal Service by Sheriff of \_\_\_\_\_ County, Ohio

Residence Service by Sheriff of \_\_\_\_\_ County, Ohio

Process Server (    Personal Service    Residential Service)

Copy of Entry granting Motion to Serve by Process Server ATTACHED, or

Standing Order for Process Server on record with Probate Court

Publication – Affidavit filed previously or with these instructions

**If this is not the first attempt at service, select a service method above and indicate if this is an alias (second) or pluries (third or additional) summons.**

Alias

Pluries

**Of the following documents:**

**Upon the following persons and at the following address(es):**

**Name:**

**Address:**

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

**Instructions prepared by:**

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_