

IN THE COURT OF COMMON PLEAS, \_\_\_\_\_ COUNTY, OHIO  
DOMESTIC RELATIONS DIVISION

\_\_\_\_\_ Case No. \_\_\_\_\_  
(Your Name) (Court will complete)

Plaintiff,

Judge/Magistrate \_\_\_\_\_  
(Court will complete)

vs.

\_\_\_\_\_  
(Your Spouse's Name)

Defendant.

INSTRUCTIONS FOR SERVICE

TO THE CLERK:

Please serve the Defendant with the Summons and the following documents: **(Check all that you filed.)**

- \_\_\_\_\_ Complaint for Divorce
- \_\_\_\_\_ Motion for Temporary Orders
- \_\_\_\_\_ Affidavit of Plaintiff
- \_\_\_\_\_ Child Custody Affidavit (UCCJEA)
- \_\_\_\_\_ Affidavit of Indigency

\_\_\_\_\_ by CERTIFIED MAIL, ADDRESSEE ONLY at the following address: **(Check if you know your spouse's address)**

\_\_\_\_\_  
(Your Spouses Address)  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Pursuant to O.R.C.P. 4.4(A)(2) so that notice is posted in the courthouse and two additional public places. Additionally, the complaint and summons will be mailed by ordinary mail, address correction requested to the defendant's last known address. **(Check if you do not know your spouse's address. Also complete Form 4)**

\_\_\_\_\_  
Plaintiff Signature (Your Signature)

\_\_\_\_\_  
Print Name (Your Name)

\_\_\_\_\_  
Street Address (Your Address)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone