

**Medina County Court of Common Pleas  
Medina, Ohio**

\_\_\_\_\_  
*Plaintiff*

Case No. \_\_\_\_\_

vs.

\_\_\_\_\_  
*Defendant*

**INSTRUCTIONS FOR SERVICE**

- Type of Service        Certified Mail  
                              Regular Mail (no proof of mailing)  
                              Ordinary Mail with Certificate of Mailing  
                              Sheriff – Personal Service  
                              Sheriff – Residence Service  
                              Foreign Sheriff \_\_\_\_\_ County - Fee Paid    
                              Commercial Carrier (FedEx) - Fee Paid    
                              Process Server

Name of Party to be Served \_\_\_\_\_

\_\_\_\_\_  
Address for Service \_\_\_\_\_

\_\_\_\_\_  
Papers to be Served (Be Specific) \_\_\_\_\_

\_\_\_\_\_  
Special Instructions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed