

**IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
WAYNE COUNTY, OHIO**

In the Matter of _____ :
_____ :
(Child's Name) _____ : Case No. _____ :
_____ :
DOB: _____ :

INSTRUCTIONS FOR SERVICE

To the Clerk:

The undersigned, as a party to this case, hereby requests service of the following motion, pleading, or summons:

_____ Dated _____
(Description of Document)

To be served on the following party: _____
(Name)

To be served in the following manner (mark one):

Regular mail at this address: _____

Certified mail at this address: _____

Personal service by sheriff at this address: _____

Publication by posting and mail (**affidavit required on page 3**)

By signing below, I represent the above information is truthful and complete to the best of my knowledge.

Signature of Requestor

Address

City/State

AFFIDAVIT

If publication is requested above, this section must be completed and notarized before filing.

On _____ in _____ County, Ohio, the undersigned
(Date) (County)
affies as follows:

1. _____ is a necessary party to this case.
(Name)
2. The last known address I have for the party identified in Paragraph 1 is:

3. I attempted to contact or serve the party identified in Paragraph 1 at the address identified in Paragraph 2 on the following date(s): _____
4. My attempt described in Paragraph 3 was not successful in contact or service on the party identified in Paragraph 1.
5. I made additional attempts to secure a valid address by the following methods:

6. At this time, the location of the party identified in Paragraph 1 is unknown to me, despite my efforts described in Paragraphs 3 through 5.

Signature of Requestor

Address

City/State

Sworn to and subscribed in my presence this _____ day of _____, _____.

Notary Public