

**IN THE COURT OF COMMON PLEAS  
Juvenile Division  
ERIE COUNTY, OHIO**

IN THE MATTER OF:

\_\_\_\_\_   
A Minor

\_\_\_\_\_   
Name

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

\_\_\_\_\_   
Street Address

: Judge Robert C. DeLamatre

\_\_\_\_\_   
City, State and Zip Code

Plaintiff/Petitioner

vs./and

\_\_\_\_\_   
Name

\_\_\_\_\_   
Street Address

\_\_\_\_\_   
City, State and Zip Code

Defendant/Petitioner

**Instructions:** This form is used when you want to request documents to be served on the other party. You must indicate the requested method of service by marking the appropriate box.

**REQUEST FOR SERVICE**

TO THE CLERK OF COURT:

Please serve the following documents on the following parties as I have indicated below:

\_\_\_\_\_   
\_\_\_\_\_   
 Defendant/Petitioner at the address shown above.

Certified Mail, Return Receipt Requested

Issuance to Sheriff of \_\_\_\_\_ County, Ohio for  Personal or  Residence service

Other (specify) \_\_\_\_\_

- Plaintiff/Petitioner at the address shown above.
  - Certified Mail, Return Receipt Requested
  - Issuance to Sheriff of \_\_\_\_\_ County, Ohio for  Personal or  Residence service
  - Other (specify) \_\_\_\_\_

- \_\_\_\_\_ County Child Support Enforcement Agency (provide address below):  
\_\_\_\_\_
  - Certified Mail, Return Receipt Requested
  - Issuance to Sheriff of \_\_\_\_\_ County, Ohio for  Personal or  Residence service
  - Other (specify) \_\_\_\_\_

- Other (address): \_\_\_\_\_
  - Certified Mail, Return Receipt Requested
  - Issuance to Sheriff of \_\_\_\_\_ County, Ohio for  Personal or  Residence service
  - Other (specify) \_\_\_\_\_

SPECIAL INSTRUCTIONS TO SHERIFF:

---

---

---

\_\_\_\_\_  
Your Signature