

Garfield Heights Municipal Court
Cuyahoga County, Ohio

_____)	CASE NO.
)	
Plaintiff(s))	
)	
vs.)	
)	
_____)	INSTRUCTIONS FOR SERVICE
Defendant(s))	

TO THE CLERK OF COURT:

Please serve _____ (name of person/entity to be served) with the following documents:

(List Each Document Separately)

Please serve the above named at the following address:

Please use the following method(s) of service:

- Certified Mail Personal Service Residence Service Regular Mail*

*Note that Regular Mail can only be used in addition to other forms of service or if other forms of service are attempted and fail.

Date: _____

Signature of party or Attorney requesting service