

IN THE CIRCLEVILLE MUNICIPAL COURT, PICKAWAY COUNTY, OHIO

INSTRUCTIONS FOR SERVICE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Plaintiff (s)

VS.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Defendant (s)

CASE NO. \_\_\_\_\_

YOU ARE INSTRUCTED TO MAKE:

- SHERIFF OF \_\_\_\_\_ COUNTY
- PERSONAL SERVICE
- RESIDENCE SERVICE
  
- BAILIFF, CIRCLEVILLE MUNICIPAL COURT
- PERSONAL SERVICE
- RESIDENCE SERVICE
  
- CERTIFIED MAIL SERVICE
- ORDINARY MAIL SERVICE

UPON \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLACE OF EMPLOYMENT - HOURS OF WORK \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BEST TIME FOR SERVICE: Home \_\_\_\_\_ (a.m.) (p.m.)  
Work \_\_\_\_\_ (a.m.) (p.m.)

NUMBER OF ATTEMPTS YOU REQUIRE \_\_\_\_\_  
(1st attempt is included in costs; all other attempts require additional costs. The party issuing instructions will be billed for the additional attempts.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date