

## INFORMATION AND INSTRUCTIONS FOR REQUESTS FOR SERVICE

Due Process is a fundamental, constitutional guarantee that all legal proceedings will be fair and that one will be given notice of the proceedings and an opportunity to be heard. This means that the Court ***cannot*** proceed on your motion unless all NECESSARY parties are served.

To ensure that all parties are properly served, you are charged with the responsibility of using all resources to obtain a correct and complete address as well as requesting proper service of all related parties in a timely fashion. That means that you have to send a copy of what you are filing to your child's other parent, your child's guardian, guardian ad litem, or anyone else named as a party to the case.

The following are guidelines for determining the most appropriate method of service. You may want to consult Civil Rule 4 and/or your attorney if you have any questions concerning this topic.

**Certified Mail:** Requires a complete and accurate address and at least 28 days to allow for ample response time for the return verification. If the certified mail is returned as refused or unclaimed and you must request in writing that Ordinary Mail be sent to the same address or provide additional information in writing so service can be resent.

**Personal Service:** Is one of the quickest ways to obtain service for a hearing as long as you are sure of the residential address or employment address. It is helpful to indicate the times the party is most likely to be present during the daytime hours at the indicated address. Personal Service requires the Sheriff, the Court's Process Server\* or other approved Process Server to serve the paperwork and summons only to the named individual(s).

**Residential Service:** Is also one of the quickest ways to obtain service for a hearing as long you have a correct and complete address. The Sheriff, Court's Process Server\* or other approved Process Server is required to serve the paperwork and Summons to any household member of suitable age.

\* Service by the Court's Special Process Server requires an additional deposit of \$30.00 (for each person to be served), requires a request at least one (1) week prior to hearing and the person(s) served must live within the boundaries of Hancock County.

**Publication:** Is only appropriate when all other resources are exhausted to identify a correct and deliverable address or all diligent attempts at service have failed. There is an additional filing fee of \$100.00 and the Publication form must be filled out and filed with the Court.

**Regular Mail:** Requires a complete and accurate address but does not provide any assurance or proof of delivery unless it is returned by the U.S. Postal Service as "undeliverable". Regular mail service DOES NOT satisfy the requirements of service unless certified mail has been returned "refused" or "unclaimed" prior to attempting service by regular mail.

IN THE COMMON PLEAS COURT OF HANCOCK COUNTY, OHIO

JUVENILE DIVISION

\_\_\_\_\_  
(Your Name)

Plaintiff

vs.

\_\_\_\_\_  
(Name of other party)

Defendant

CASE NO: \_\_\_\_\_

Judge Kristen K. Johnson

Magistrate David A. Land

REQUEST FOR SERVICE

To the Clerk:

Please issue service of the documents I filed upon \_\_\_\_\_  
(name of other party) by the following method(s)(check one):

\_\_\_\_\_ Certified mail, return receipt requested, at the following address:

\_\_\_\_\_  
Personal service by the \_\_\_\_\_ Sheriff of the County in which the other party  
resides or \_\_\_\_\_ Court's Special Process Server (Hancock County only).  
Address(es) where the party may be located (give home, work, or other  
location - if work, give work hours):

\_\_\_\_\_  
Residence service by the Sheriff of the County in which the party resides  
at the following residence (home) address:

\_\_\_\_\_  
Signature of filing party