

IN THE WILLOUGHBY MUNICIPAL COURT
LAKE COUNTY, OHIO
ORC §1901.23; ORC §2303.11

PRAECIPE FOR INSTRUCTIONS FOR SERVICE /FORCIBLE COMPLAINT

Case No. _____

Plaintiff (s)

Vs.

Defendant (s)

To the Clerk of said Court: You are hereby requested to issue service upon the following parties of Plaintiff's Complaint by:

BAILIFF: If Bailiff is unable to make personal service, Please serve the Complaint via Posting, pursuant to Ohio Revised Code §1923.06

ORDINARY U.S. MAIL

COMMERCIAL CARRIER: If service of process is returned with an endorsement of "refused" or "Customer Not Available", the undersigned waives notice of the same by the clerk and requests ordinary mail service in accordance with Civil Rule 4.6(C) or 4.6 (D)

OTHER:

Plaintiff/Attorney: _____

Phone: _____

Date: _____

Email: _____