

IN THE DELAWARE MUNICIPAL COURT, DELAWARE COUNTY, OHIO

70 North Union Street, Delaware, Ohio 43015 • Voice: 740.203.1500 • Facsimile: 740.203.1599 • www.municipalcourt.org

[] The State of Ohio

Plaintiff(s) CASE NO: _____

vs.

Defendant(s) **Precipe for Service of Process / Order(s) / Document(s)
Issuance of Writ (R.C. § 1901.23)**

To the Clerk:

- 1. Please serve / issue the following:
 - [] summons and [] complaint. [] third-party complaint. [] motion to revive judgment.
 - [] contempt (show cause) motion.
 - [] notice of court proceeding to collect debt (regular-mail service by judgment creditor okay with postal certificate of mail).
 - [] subpoena for witness testimony.
 - [] writ of execution of the judgment entered on _____, 20_____.
 - [] _____.
- 2. On the following person(s)/party(ies)/witness(es) _____:
 - [] each defendant/third party defendant named in the caption of the complaint/third party complaint.
 - [] the following defendants/third party defendant(s) only: _____.
 - [] _____.
- 3. At the address(es) shown:
 - [] in the caption of the _____ [] last filed complaint (amended), cross claim, third party complaint.
 - [] _____.
- 4. By the following method(s): (court costs vary with type(s) of service.)
 - [] **Certified Mail.** See Civil Rule 4.1(A), RC § 1923.06 (F.E.D.).
 - [] **Personal Service.** See Civil Rule 4.1(B). If party is not at residence, residence service will be used when possible unless other instructions provided.
 - [] **Residence Service.** Per Civil Rule 4.1(C).
 - [] **Ordinary Mail Service.** See Civil Rule 4.6. (Required in F.E.D. actions per R.C. § 1923.06. In common-law actions, issued without prior request per local rule if certified/express mail unclaimed/refused.).
 - [] **Post-on-Door Service.** (F.E.D. actions only, issued without request, absent other instructions). See RC § 1923.06(E).
- 5. Other instructions. _____

X

Requesting Party / Attorney for Requesting Party

Print name of Attorney (if filed by attorney). SCN

Phone

Address (Attorney Address if filed by attorney)

Email

City, State Zip