

Use this Packet if you need to serve the other party by Posting and Mail.

What is posting: If you (1) do not know where the other party lives, (2) have made reasonable efforts to find a current address for the other party but cannot find them, and (3) are filing with a poverty affidavit, you can serve the other party by posting instead of publication. You do not have to pay for posting.

You must have a last known address for the other party, even if you know they are no longer living there.

Once you turn in the forms below to the Clerk, they will mail the documents to the other party's last known address and will hang the Complaint or Motion in the courthouse and two other public places in the county.

NOTE: This does NOT apply to Civil Protection Order Proceedings

Request for Service	Asks the Court to serve the other party by Posting and ordinary mail service at the last known address. List the other party's last known address on the first page, even if you know the other party no longer lives there.
Affidavit for Service	Tells the Court that you have tried to find a current address for the other party but do not know where they live so you need to serve them by Posting.
Entry	Once you file your Request and Affidavit, provide this form to the Clerk or the Judge for signature.

INSTRUCTIONS:

- All forms must either be typed or printed in ink. You must fill out the forms before taking them to the court. The Court staff will not help you complete the forms.
- Once you have completed the main packet and these added forms, you will take all the forms (and copies) to the Clerk's office for filing.

IN THE COURT OF COMMON PLEAS

DIVISION

COUNTY, OHIO

IN THE MATTER OF:

A Minor

Name

Street Address

City, State and Zip Code

Case No. _____

Judge _____

Magistrate _____

Plaintiff/Petitioner 1

vs./and

Name

Street Address

City, State and Zip Code

Defendant/Petitioner 2/Respondent

WARNING: This form is not a substitute for the benefit of the advice of legal counsel. It is highly recommended that you consult an attorney.

Instructions: This form is used when you want to request documents to be served on the other party. You must indicate the requested method of service by marking the appropriate box. The Court may require additional forms to accompany this document. You must check the requirements of the county in which you file. **YOU MUST UPDATE THE CLERK OF COURTS IF ANY OF THE ABOVE CONTACT INFORMATION CHANGES.**

REQUEST FOR SERVICE

TO THE CLERK OF COURT:

Please serve the following documents: (*check all that apply*)

☐ Complaint for Divorce with Children

- ☐ Complaint for Divorce without Children
- ☐ Complaint for Parentage, Allocation of Parental Rights and Responsibilities
- ☐ Petition for Dissolution
- ☐ Motion and Affidavit or Counter Affidavit for Temporary Orders
- ☐ Motion for Change of Parental Rights and Responsibilities (Custody)
- ☐ Motion for Change of Parenting Time (Companionship and Visitation)
- ☐ Motion for Change of Child Support, Medical Support, Tax Exemption, or Other Child-Related Expenses
- ☐ Motion for Contempt and Affidavit
- ☐ Separation Agreement
- ☐ Parenting Plan
- ☐ Shared Parenting Plan
- ☐ Affidavit of Income and Expenses
- ☐ Affidavit of Property
- ☐ Parenting Proceeding Affidavit
- ☐ Health Insurance Affidavit
- ☐ Explanation of Health Care Bills
- ☐ Agreed Judgment Entry
- ☐ Other: (*specify*) _____

Please serve the following parties with the above marked documents:

- ☐ Defendant/Petitioner 2/Respondent at _____ (address) by:
 - ☐ Certified Mail, Return Receipt Requested
 - ☐ Issuance to Sheriff of _____ County, Ohio for ☐ Personal or ☐ Residence
 - ☐ service Other: (*specify*) _____ Pursuant to Civ. R. 4.4(A)(2) by posting in the courthouse and two additional public places and ordinary mail, address correction requested
- ☐ Plaintiff/Petitioner 1 at _____ (address) by:
 - ☐ Certified Mail, Return Receipt Requested
 - ☐ Issuance to Sheriff of _____ County, Ohio for ☐ Personal or ☐ Residence
 - ☐ service Other: (*specify*) _____ Pursuant to Civ. R. 4.4(A)(2) by posting in the courthouse and two additional public places and ordinary mail, address correction
- ☐ _____ County Child Support Enforcement Agency at _____ (address) by:
 - ☐ Certified Mail, Return Receipt Requested
 - ☐ Issuance to Sheriff of _____ County, Ohio for ☐ Personal or ☐ Residence service
 - ☐ Other: (*specify*) _____

☐ Other _____ at _____ (address) by:
☐ Certified Mail, Return Receipt Requested
☐ Issuance to Sheriff of _____ County, Ohio for ☐ Personal or ☐ Residence service
☐ Other: (*specify*) _____

SPECIAL INSTRUCTIONS TO SHERIFF:

Attorney or Self Represented Party Signature

Printed Name

Address

City, State, Zip

Phone Number

Fax Number

E-mail

Supreme Court Reg No. (if any)

IN THE COURT OF COMMON PLEAS

COUNTY, OHIO

Division

Plaintiff

Vs.

Defendant

Case No. _____

JUDGE _____

**AFFIDAVIT FOR SERVICE
PURSUANT TO Civ. R. 4.4(A)(2)
By Posting**

I, _____, being first duly sworn and cautioned, depose and state as follows:

1. I have filed an action in this Court and I am not able to prepay the filing fees.
2. I do not know the current address of the other party
_____ (name).
3. I have made efforts to determine the other party's current address but have been unable to do so.
4. The other party's residence cannot be learned with reasonable effort.
5. The other party's last known mailing address is:

Affiant

STATE OF OHIO, COUNTY OF _____, SS:

Sworn to before me and signed in my presence this _____ day of
_____, 20____.

Notary Public

IN THE COURT OF COMMON PLEAS
_____ **COUNTY, OHIO**

Case No. _____

Vs. **Plaintiff**

Judge _____

Defendant

ENTRY

The _____ having filed an Affidavit pursuant to Civil Rule 4.4(A)(2) which satisfies the Court that the residence of the Defendant is unknown, and the Court being satisfied that due diligence has been exercised by _____, now ORDERS the Clerk of Courts to post service by notice pursuant to Civil Rule 4.4(A)(2) and any applicable local rules.

JUDGE