

LICKING COUNTY MUNICIPAL COURT

CASE NO: _____

INSTRUCTIONS FOR SERVICE OF SUMMONS

To: Clerk, Licking County Municipal Court, please issue summons for:

Personal Service Residence Service Posting Service

Certified Mail Ordinary Mail

Other: _____

On the defendant(s) as listed below, in the instructions to server.

DATE: _____ (Signed) _____
Signature of Requesting Party

To: _____ (Server)

You are instructed to make:

Personal Service Residence Service Posting Service

Certified Mail Ordinary Mail

Upon the following defendant(s) and at the address(s) listed below:

Special instructions for server:
