COC-GN-I (REV. 1/22)

Clear Form Print Form

APRIL DANIELS
ASHTABULA COUNTY CLERK OF COURTS
25 WEST JEFFERSON STREET
JEFFERSON, OHIO 44047-1092

CASE NO. _____

CAPTION OF CASE: _____
PLAINTIFF
VS

_____
DEFENDANT

INSTRUCTIONS FOR SERVICE

Please serve the following documents on the following parties as I have indicated below:

Please mark X before choice of service below.

☐ TO: SHERIFF OF _____ CO / OR ☐ TO: CLERK OF ASHTABULA COUNTY

You are instructed to make ☐ Personal Service by Sheriff

☐ Certified Mail Service ☐ Regular Mail Service with certificate

of Mailing ☐ Regular Mail Service on (NAME) _____

at (ADDRESS) _____

SPECIAL INSTRUCTIONS FOR SERVER:

SIGNED: _____