

JOHN O'GRADY
FRANKLIN COUNTY CLERK OF COURTS
DIVORCE DIVISION
373 South High Street
Columbus, Ohio 43215-4596

VS.

Case no. _____

INSTRUCTIONS FOR ORDINARY MAIL SERVICE

You are instructed to make ordinary mail service upon

(NAME)

(ADDRESS)

ATTORNEY

SUPREME COURT I.D.

(DATE)

CLERK'S CERTIFICATE OF ORDINARY MAIL SERVICE

I, the undersigned deputy clerk, do hereby certify that a copy of

- | | | |
|--|--|---|
| <input type="checkbox"/> SUMMONS | <input type="checkbox"/> MOTION(S) | <input type="checkbox"/> INTERROGATORIES |
| <input type="checkbox"/> COMPLAINT (01) | <input type="checkbox"/> MEMO(S) | <input type="checkbox"/> REQ FOR PROD OF DOC |
| <input type="checkbox"/> SUMMONS & ORDER TO APPEAR, NTC | <input type="checkbox"/> NOTICE OF HEARING(S) | <input type="checkbox"/> MTN, ENTRY FOR CONT |
| <input type="checkbox"/> ANSWER | <input type="checkbox"/> 591 NOTICE | <input type="checkbox"/> EXHIBITS |
| <input type="checkbox"/> JUDGMENT ENTRY | <input type="checkbox"/> AFFIDAVIT(S) | <input type="checkbox"/> MDL VISIT SCHEDULE |
| <input type="checkbox"/> ENTRY | <input type="checkbox"/> CUSTODY AFFIDAVIT | <input type="checkbox"/> FNDNGS OF FCT & CNCLSNS OF LAW |
| CSEA DOCUMENTS: | | |
| <input type="checkbox"/> REQ FOR ADM MSTK OF FCT HRG | <input type="checkbox"/> ORDER TO SEEK EMPLOY | <input type="checkbox"/> CSEA INVESTIGATION |
| <input type="checkbox"/> REQ FOR ADJ CT HRG | <input type="checkbox"/> LUMP SUM TRANS ORDER | <input type="checkbox"/> CSEA TERM INVESTIGATION |
| <input type="checkbox"/> ARREARAGE WORKSHEET | <input type="checkbox"/> HEALTH DISC AFFIDAVIT | <input type="checkbox"/> ADM MOD HRG DECISION |
| <input type="checkbox"/> SUPPORT WORKSHEET | <input type="checkbox"/> NTC OF OBJ LTTR | <input type="checkbox"/> ADM MOD RECOMMENDATION |
| <input type="checkbox"/> ORD & NTC TO OBLIGOR/
OBLIGEE, EMP & INS | <input type="checkbox"/> NTC/INCOME PROVDR
W/HOLD OBLGR | <input type="checkbox"/> ADDNDM W/HOLD NTC SPPT ORD |

OTHER: _____

WAS MAILED TO THE PARTY LISTED ON THE INSTRUCTIONS ABOVE, BY ORDINARY U.S.
MAIL, POSTAGE PREPAID, ON _____

DEPUTY CLERK