
Pltf./Petitioner
VS./AND

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

Deft./Petitioner

Case No. _____

TO THE CLERK OF COURTS, YOU ARE INSTRUCTED TO MAKE:

- _____ SERVICE BY PUBLICATION
- _____ CERTIFIED MAIL SERVICE
- _____ PERSONAL SERVICE VIA SHERIFF OF _____ COUNTY
- _____ PERSONAL SERVICE VIA PROCESS SERVER _____
- _____ REGISTERED MAIL
- _____ EXEMPLIFIED COPIES (NAME)

UPON:

(NAME)

(ADDRESS)

DESCRIPTION

ATTORNEY

SUPREME COURT I.D.

PARTY ATTORNEY REPRESENTS

CLERK'S USE ONLY: INSTRUCTIONS FILED, & A COPY OF

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

OTHER: _____

- _____ WAS SENT CERTIFIED MAIL
- _____ WAS ISSUED TO THE SHERIFF OF _____ COUNTY
- _____ WAS ISSUED TO THE DESIGNATED PROCESS SERVER

TO THE PARTY LISTED ABOVE ON _____