

**MIKE FOLEY**  
**CLERK OF COURTS**  
**41 N. PERRY STREET, DAYTON, OHIO 45422**

**INSTRUCTIONS FOR SERVICE**

\_\_\_\_\_  
1ST PETITIONER/PLAINTIFF

and

**CASE NO.** \_\_\_\_\_

\_\_\_\_\_  
2ND PETITIONER/DEFENDANT

**PLEASE ISSUE SERVICE TO:** (Name & Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VIA:**

**PERSONAL**

**REGULAR MAIL**

**RESIDENTIAL**

**SERVICE BY CLERK**

**PROCESS SERVER**

**TO BE SERVED:** (List all documents to be served.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Party/Attorney