

# The Court of Common Pleas

JUVENILE DIVISION  
HOLMES COUNTY, OHIO

\_\_\_\_\_  
Plaintiff

vs

Case No. \_\_\_\_\_

\_\_\_\_\_  
Defendant

**JUDGE THOMAS C. LEE**

In the Matter of:

\_\_\_\_\_  
Child's Name

**REQUEST FOR SERVICE**

**Instructions:** This form is used when you want to request documents to be served on the other party. You must indicate the requested method of service by marking the appropriate box.

TO THE CLERK OF THE HOLMES COUNTY JUVENILE COURT:

Please serve the enclosed Motion or Complaint and "Parenting Proceeding Affidavit" on the following parties as I have indicated below: **(check box of all that apply)**

Mother of the child at \_\_\_\_\_.  
(Street Address and P.O. Box if applicable, City, State and Zip)

By (choose one):

- Certified Mail, Return Receipt Requested (cost is \$10.00)  
 Issuance to Sheriff of \_\_\_\_\_ County, Ohio for  Personal or  Residence service  
(cost is \$6.00 per service plus mileage)

Father of the child at \_\_\_\_\_.  
(Street Address and P.O. Box if applicable, City, State and Zip)

By (choose one):

- Certified Mail, Return Receipt Requested (cost is \$10.00)  
 Issuance to Sheriff of \_\_\_\_\_ County, Ohio for  Personal or  Residence service  
(cost is \$6.00 per service plus mileage)

REQUEST FOR SERVICE

Present custodian of the child *(if other than the mother or father)*

Name \_\_\_\_\_

Address \_\_\_\_\_

(Street Address and P.O. Box if applicable, City, State and Zip)

By (choose one):

Certified Mail, Return Receipt Requested (cost is \$10.00)

Issuance to Sheriff of \_\_\_\_\_ County, Ohio for  Personal or  Residence service  
(cost is \$6.00 per service plus mileage)

Requested by, \_\_\_\_\_  
(Your signature)