



**CLERK OF COURTS
COMMON PLEAS COURT, FRANKLIN COUNTY, OHIO
DOMESTIC RELATIONS/JUVENILE DIVISION**

Plaintiff/Petitioner

CASE NO. _____

Defendant/Petitioner

**INSTRUCTIONS FOR ORDINARY MAIL SERVICE (CIVIL RULE 58(B))
YOU ARE INSTRUCTED TO MAKE ORDINARY MAIL SERVICE UPON:**

Plaintiff/Petitioner

Defendant/Petitioner

Counsel for Plaintiff/Petitioner

Counsel for Defendant/Petitioner

Employer/Guardian

Requesting Authority/Supreme CT #

CLERK'S CERTIFICATE OF ORDINARY MAIL SERVICE

I, THE UNDERSIGNED DEPUTY CLERK, DO HEREBY CERTIFY THAT A COPY OF THE FINAL JUDGMENT ENTRY, TO WIT: _____, WAS MAILED TO EACH OF THE ABOVE LISTED PARTIES AND/OR COUNSEL, BY ORDINARY U.S. MAIL, POSTAGE PREPAID, THIS _____ DAY OF _____ 20_____.

DEPUTY CLERK