

Service Checklist

Franklin County Court of Common Pleas Domestic Relations Division and Juvenile Branch

_____,
PLAINTIFF
v.
_____,
DEFENDANT.

CASE NUMBER
JUDGE
MAGISTRATE

1. Address of individual to be served is **not** a business address.
2. **What pleading(s) is/are being served?**
 - Complaint _____
 - Motion _____
 - Other _____
3. **How were the pleadings served?**
 - A. Certified/Express Mail Service In-State OR Out of State
 - * Date mailed via certified mail: _____
 - * Date signed receipt returned (must be at least 10 days after it was mailed out):

 - * Fax verification
 - * Green card signature
 - * Unclaimed/refused *then...*
 - * Date mailed via ordinary mail (to same address as on certified): _____
 - B. Personal Service In-State OR Out of State
 - * Date served: _____
 - * Individual serving is same individual appointed to serve
 - * Date signed receipt returned (must be at least 10 days after it was mailed out):

 - C. Service by Publication In-State OR Out of State
 - * Date complete (must be at least 7 days after last publication): _____
 - * Date of first publication: _____
 - * Date of last publication: _____
 - * Name of publication: _____
 - D. Waiver of Service

If you are indigent, you may qualify for assistance at the self-represented resource center on the 4th floor. The Center's phone number is 614.525.5560.

Distributed to: Court Officers & Bailiffs, CPO Clerks, DR Clerk, JU Clerk, Self-Represented Resource Center, Mediation, Assignment Office