

Service Explanation

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

* **All complaints and motions, including post-decree motions, must be served on the parties**

* **Methods of Service (by Clerk)**

1. Service by U.S. Certified or Express Mail

- * For mailing to the address set forth in the case caption or set forth in written instructions furnished to the Clerk
 - * Not the address of a place of business
- * Signed return receipt must be received by Clerk 7 days, plus 3 days for mailing, from the date mailed out, prior to hearing date
- * Check in court file for fax verification;
- * Specific signature on the green card;
- * *If "unclaimed" or "refused," then send ordinary mail to the same address*

2. Personal Service

- * Person serving process must be same person who was appointed to serve process and shall endorse that fact on the process and return it to Clerk
- * Signed return receipt must be received by Clerk 7 days, plus 3 days for mailing, from the date mailed out, prior to hearing date

3. Service by Publication

- * DR – Publication shall be published at least once a week for 6 consecutive weeks
- * JU – Publication shall be published one time
- * Service shall be complete at date of last publication, plus 7 days

4. Out of State; Foreign Service

- * See above

* **Methods of Service (by Filing Party)**

- * A signed waiver of service may constitute complete service
- * Signed waiver must still be filed with Clerk

* **Terms**

- * POS: Proof of service
- * ISS: Issued (date certified mail was sent out)
- * SVC COMP: Service complete (date certified mail was returned)
- * REQ for SVC: Request for service
- * N/S: Service failed

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