

Use this Packet if you need to serve the other party by Posting and Mail.

What is posting: If you (1) do not know where the other party lives, (2) have made reasonable efforts to find a current address for the other party but cannot find them, and (3) are filing with a poverty affidavit, you can serve the other party by posting instead of publication. You do not have to pay for posting.

You must have a last known address for the other party, even if you know they are no longer living there.

Once you turn in the forms below to the Clerk, they will mail the documents to the other party's last known address and will hang the Complaint or Motion in the courthouse and two other public places in the county.

NOTE: This does NOT apply to Civil Protection Order Proceedings

Request for Service	Asks the Court to serve the other party by Posting and ordinary mail service at the last known address. List the other party's last known address on the first page, even if you know the other party no longer lives there.
Affidavit for Service	Tells the Court that you have tried to find a current address for the other party but do not know where they live so you need to serve them by Posting.
Entry	Once you file your Request and Affidavit, provide this form to the Clerk or the Judge for signature.

INSTRUCTIONS:

- **All forms must either be typed or printed in ink. You must fill out the forms before taking them to the court. The Court staff will not help you complete the forms.**
- **Once you have completed the main packet and these added forms, you will take all the forms (and copies) to the Clerk's office for filing.**

IN THE COURT OF COMMON PLEAS

DIVISION

COUNTY, OHIO

IN THE MATTER OF:

A Minor

Name

Street Address

City, State and Zip Code

Case No.

Judge

Magistrate

Plaintiff/Petitioner 1

vs./and

Name

Street Address

City, State and Zip Code

Defendant/Petitioner 2/Respondent

WARNING: This form is not a substitute for the benefit of the advice of legal counsel. It is highly recommended that you consult an attorney.

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. The Court may require additional forms to accompany this document. You must check the requirements of the county in which you file. **YOU MUST UPDATE THE CLERK OF COURTS IF ANY OF THE ABOVE CONTACT INFORMATION CHANGES.**

REQUEST FOR SERVICE

TO THE CLERK OF COURT:

Please serve the following documents: *(check all that apply)*

☐ Complaint for Divorce with Children

- ☐ Complaint for Divorce without Children
- ☐ Complaint for Parentage, Allocation of Parental Rights and Responsibilities
- ☐ Petition for Dissolution
- ☐ Motion and Affidavit or Counter Affidavit for Temporary Orders
- ☐ Motion for Change of Parental Rights and Responsibilities (Custody)
- ☐ Motion for Change of Parenting Time (Companionship and Visitation)
- ☐ Motion for Change of Child Support, Medical Support, Tax Exemption, or Other Child-Related Expenses
- ☐ Motion for Contempt and Affidavit
- ☐ Separation Agreement
- ☐ Parenting Plan
- ☐ Shared Parenting Plan
- ☐ Affidavit of Income and Expenses
- ☐ Affidavit of Property
- ☐ Parenting Proceeding Affidavit
- ☐ Health Insurance Affidavit
- ☐ Explanation of Health Care Bills
- ☐ Agreed Judgment Entry
- ☐ Other: (specify) _____

Please serve the following parties with the above marked documents:

- ☐ Defendant/Petitioner 2/Respondent at _____ (address) by:
 - ☐ Certified Mail, Return Receipt Requested
 - ☐ Issuance to Sheriff of _____ County, Ohio for ☐ Personal or ☐ Residence
 - ☒ service Other: (specify) Pursuant to Civ. R. 4.4(A)(2) by posting in the courthouse and two additional public places and ordinary mail, address correction requested
- ☐ Plaintiff/Petitioner 1 at _____ (address) by:
 - ☐ Certified Mail, Return Receipt Requested
 - ☐ Issuance to Sheriff of _____ County, Ohio for ☐ Personal or ☐ Residence
 - ☒ service Other: (specify) Pursuant to Civ. R. 4.4(A)(2) by posting in the courthouse and two additional public places and ordinary mail, address correction
- ☐ _____ County Child Support Enforcement Agency at _____ (address) by:
 - ☐ Certified Mail, Return Receipt Requested
 - ☐ Issuance to Sheriff of _____ County, Ohio for ☐ Personal or ☐ Residence service
 - ☐ Other: (specify) _____

☐ Other _____ at _____ (address) by:

☐ Certified Mail, Return Receipt Requested

☐ Issuance to Sheriff of _____ County, Ohio for ☐ Personal or ☐ Residence service

☐ Other: (specify) _____

SPECIAL INSTRUCTIONS TO SHERIFF:

Attorney or Self Represented Party Signature

Printed Name

Address

City, State, Zip

Phone Number

Fax Number

E-mail

Supreme Court Reg No. (if any)

IN THE COURT OF COMMON PLEAS OF COSHOCTON COUNTY, OHIO

Plaintiff/Petitioner,

Vs.

Defendant/Petitioner.

Case No. _____

Judge Robert J. Batchelor

Magistrate Christie M. L. Thornsley

**REQUEST AND AFFIDAVIT FOR
SERVICE BY PUBLICATION OR
POSTING**

Pursuant to Ohio Civil Rule 4.4, the undersigned, _____ (the party requesting service), upon being duly sworn according to law hereby requests service by publication or posting and states as follows:

1. _____, is the moving party in this request for service by publication or posting and mail.

2. Check One:

- ☐ I am requesting service by publication in a newspaper of general circulation in the county in which the complaint is filed.
- ☐ I am indigent and I am requesting service by posting in a public place and mailing to last known address.

3. The last known address of _____, the person to be served, was _____.

4. The following efforts have been made to find the current residence of the person to be served:

- ☐ reviewed telephone directory in local area of last known address

- ☐ reviewed city or other local directory
- ☐ inquired of local utilities at area of last known address
- ☐ sent mail to the last known address
- ☐ contacted the U.S. Postal Service for a forwarding address
- ☐ conducted an Internet search by using the following web sites:

- ☐ contacted the following family members or friends of the person to be served:

- ☐ other efforts to locate the person to be served:

5. After doing all of the above I have not been able to locate the current address of the person to be served. Service of summons cannot be made by other means because the current residence of the person to be served is unknown to the undersigned.

Dated: _____

Party requesting service

Signed and sworn to before me on this _____ day of _____, 202_____.

Notary

IN THE COURT OF COMMON PLEAS OF COSHOCTON COUNTY, OHIO

Plaintiff/Petitioner,

Vs.

Defendant/Petitioner.

Case No. _____

Judge Robert J. Batchelor

Magistrate Christie M. L. Thornsley

**ORDER FOR SERVICE BY
PUBLICATION OR POSTING**

Plaintiff has demonstrated reasonable diligence in attempting to locate the current residence of _____ and service shall be made in this case by {check one} ☐ publishing in a newspaper of general circulation within Coshocton County or ☐ posting and mail pursuant to Civ. R. 4.4 (A)(2).

Dated: _____

Judge/Magistrate

Serve: Plaintiff/Petitioner
Defendant/Petitioner