

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, OHIO
DOMESTIC RELATIONS DIVISION

PLAINTIFF

CASE NO.

-VS-

JUDGE:

DEFENDANT

INSTRUCTIONS FOR SERVICE BY POSTING AND MAIL

These instructions for service are pursuant to Ohio Rules of Civil Procedure 4.4(A) (2).

1. You are therefore instructed to cause service by Notice by Posting in a conspicuous place at:
 - a. Delaware County Courthouse
91 North Sandusky Street
Delaware, OH 43015
 - b. Delaware Co. Department of Job and Family Services Building
140 North Sandusky Street
Delaware, OH 43015
 - c. Delaware Municipal Court
Justice Center
70 North Union Street
Delaware, OH 43015
2. All legal notices shall remain posted for a period of six weeks.
3. The Clerk of this Court shall also cause the complaint and summons to be mailed by ordinary mail, address correction requested, to Defendant's last known address, which is as follows:
_____.
4. If the Clerk is notified of a corrected or forwarding address of Defendant(s) within the six-week period that notice is posted, the Clerk shall cause the complaint and summons to be mailed by certified mail to the corrected or forwarding address.
5. The Clerk shall note the name, address, and date of each mailing in the docket.
6. After the last week of posting, the Clerk shall note on the docket where and when notice was posted in order to complete service.

Plaintiff

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, OHIO

DOMESTIC RELATIONS DIVISION

PLAINTIFF

CASE NO.

-VS-

JUDGE:

DEFENDANT

AFFIDAVIT

_____, being duly cautioned and sworn, hereby deposes and states the following:

1. Husband/wife/defendant(s): _____.
2. I filed for divorce/custody in the above captioned case, on _____, 20_____.
3. The Clerk of this Court was then instructed to serve process by certified mail upon husband/wife/defendant(s) at this last known address, being:
_____.
4. The service was returned to the Clerk's office unclaimed.
5. The whereabouts and residence of husband/wife/defendant(s) are unknown and his/her last known address is as stated above.
6. All other attempts to locate husband/wife/defendant(s) through contacts with friends, relatives, and otherwise have been unsuccessful.
7. The service of the summons and the complaint cannot be made because the residence of the Defendant(s) is unknown to me.
8. Since all efforts to ascertain the residence of the Defendant(s) have failed, the residence of said Defendant(s) cannot be ascertained with reasonable diligence.

Further affiant sayeth not.

Sworn to before me and subscribed this _____ day of _____, 20_____

Notary Public

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, OHIO
DOMESTIC RELATIONS DIVISION

PLAINTIFF

CASE NO.

-VS-

JUDGE:

DEFENDANT

LEGAL NOTICE

This notice is posted pursuant to the Ohio Rules of Civil Procedure, Rule 4.4(A) (2) for the purpose to render service of process upon _____. This notice shall be posted in a conspicuous place for a period of six weeks.

This action was filed on _____, in the Delaware County Court of Common Pleas, Delaware County Courthouse, 91 N. Sandusky St., Delaware, Ohio. The case number and the name of the Plaintiff(s) and Defendant(s) herein are shown in the above case caption. The last known address of the Defendant(s) is as follows: _____

This notice is posted for the purpose to render service upon the above named Defendant(s) because the whereabouts and residence of the Defendant(s) are unknown to Plaintiff(s). All previous attempts by the Plaintiff(s) to serve process on the Defendant(s) at his/her last known addresses have failed. Further, Plaintiff(s) have used reasonable diligence to ascertain the Defendant(s) residence but all his/her attempts to locate the Defendant(s) have been unsuccessful.

At the same time this notice was posted, copies of the complaint and summons in this action were mailed to the above last known address of the Defendant(s).

The Defendant(s) can obtain copies of the court papers filed in this action by contacting the Clerk of the Delaware County Common Pleas Court at the Delaware County Courthouse, 91 N. Sandusky St., Delaware, Ohio 43015. The Clerk of the Delaware County Common Pleas Court will mail copies of the summons and complaint to the Defendant(s) if the Defendant(s) contacts the Clerk's office within six weeks from the date this notice is posted.

Plaintiff