



**Summit County Court of Common Pleas  
Domestic Relations Division**

**SERVICE INSTRUCTIONS**

**Instructions:** Complete the following form and file with the Summit County Clerk of Courts - Domestic Relations Division, located at: 205 South High Street, 1st Floor, Akron, Ohio 44308.

**Case Caption:**

Plaintiff

v.

Case Number

Defendant

**To Clerk:** You are hereby requested to make service of:

- Final Civil Protection Order
- Dismissal of Civil Protection Order
- Re-issued Civil Protection Order (Due to lack of service)

**Party to be served:**

Plaintiff's Home Address:

Police Department

Party

\_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

City

State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_

County:

\_\_\_\_\_

\_\_\_\_\_

Defendant's Home Address:

Attorney

Party

\_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

City

State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_

County:

\_\_\_\_\_

\_\_\_\_\_

**Clerk Use Only:**

\_\_\_\_\_ notices issued with \_\_\_\_\_  
certified orders by:  
\_\_\_\_\_

