

**PROBATE COURT OF FRANKLIN COUNTY, OHIO**  
**JEFFREY D. MACKEY, JUDGE**

**REQUEST FOR ISSUANCE OF SUMMONS IN CIVIL ACTION**

[Civil Rules 4 through 4.6]

PLAINTIFF'S INFORMATION

CASE NO. \_\_\_\_\_

Name: \_\_\_\_\_

Attorney: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
Supreme Court Attorney Registration Number

TO THE JUDGE AND EX-OFFICIO CLERK OF PROBATE COURT:

**All defendants are to be served by certified mail except as requested below:**

**WAIVERS WILL BE OBTAINED FROM THE FOLLOWING**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Personal Service by Sheriff
- Personal Service by Process Server
- Residence Service by Sheriff
- Residence Service by Process Server
- Ordinary U.S. Mail  
[Must Indicate Which]

\_\_\_\_\_  
\_\_\_\_\_

**BY PUBLICATION**

Is service by publication required?  Yes  No

Publish hearing date?  Yes  No

Civil Rules 4.4 and 73(C) require that if any address is unknown then publication be made once each week for six consecutive weeks. If publication is required, attach Affidavit pursuant to Civil Rule 4.4.