

IN THE WILLOUGHBY MUNICIPAL COURT  
LAKE COUNTY, OHIO  
ORC §1901.23; ORC §2303.11

**PRAECIPE FOR INSTRUCTIONS FOR SERVICE /FORCIBLE COMPLAINT**

Case No. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff (s)

Vs.

\_\_\_\_\_  
Defendant (s)

To the Clerk of said Court: You are hereby requested to issue service upon the following parties of Plaintiff's Complaint by:

**BAILIFF**: If Bailiff is unable to make personal service, Please serve the Complaint via Posting, pursuant to Ohio Revised Code §1923.06

**ORDINARY U.S. MAIL**; Pursuant to Ohio Revised Code §1923.06(C)

**COMMERCIAL CARRIER**: If service of process is returned with an endorsement of "refused", the undersigned waives notice of the same by the clerk and requests ordinary mail service in accordance with Civil Rule 4.6(C) or 4.6 (D)

**OTHER:**

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

Plaintiff/Attorney: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_