



**GREENE COUNTY CLERK OF COURTS
ANDREW J. WILLIAMS, Clerk**

INSTRUCTIONS FOR SERVICE

TO: THE GREENE COUNTY CLERK OF COURTS

CASE NO. _____

YOU ARE INSTRUCTED TO MAKE SERVICE BY (select method):

PERSONAL CERTIFIED MAIL REGULAR MAIL

OTHER _____

UPON:

NAME: _____

ADDRESS:

SPECIAL INSTRUCTIONS FOR SERVER: Please serve the above party with a copy of the: Complaint for Parenting Time, Affidavit of Financial Disclosure, Parenting Proceeding Affidavit, Notice of Hearing

Attorney/Pro Se: _____

(Sign here)

Greene County Courthouse
45 North Detroit Street, Xenia Ohio 45385
(937) 562-5290, fax (937) 562-5309