



GREENE COUNTY CLERK OF COURTS  
ANDREW J. WILLIAMS, Clerk  
INSTRUCTIONS FOR SERVICE

TO: THE GREENE COUNTY CLERK OF COURTS

CASE: \_\_\_\_\_

YOU ARE INSTRUCTED TO MAKE SERVICE BY

PERSONAL       CERTIFIED MAIL       REGULAR MAIL

NAME: \_\_\_\_\_

ADDRESS:

SPECIAL INSTRUCTIONS FOR SERVER: Please serve the above party with a copy of the

Attorney/Pro Se: \_\_\_\_\_

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