

IN THE ASHLAND MUNICIPAL COURT, ASHLAND, OHIO
CIVIL DIVISION

Name

Plaintiff(s)

Case No. _____

-vs-

**FORCIBLE ENTRY AND
DETAINER**

Name

**PRECIPE FOR SERVICE
ON COMPLAINT**

Street Address

City, State, Zip Code

Defendant(s)

TO THE CLERK OF SAID MUNICIPAL COURT:
TO THE BAILIFF OF SAID MUNICIPAL COURT:

In addition to service by ordinary U.S. mail (certificate of mailing), please also cause service of process to be completed as follows:

- PERSONAL/RESIDENCE/DOOR KNOB SERVICE.** A court bailiff will make **one (1)** attempt to perfect personal/residence service on the defendant(s). If this one (1) attempt is not successful, then the bailiff will conspicuously post the Complaint, Summons, and any accompanying documents at the premises (a.k.a. “door knob” service). **Please note that “door knob” service is insufficient service for complaints containing Second Causes of Action** (*i.e.*, claims for money); if the bailiff’s one (1) attempt to perfect personal/residence service is unsuccessful and you choose to pursue a Second Cause of Action, then you will have to choose from one (1) of the below options, **and incur additional court costs as provided below**, to perfect service on the defendant(s) for your monetary claims, or otherwise file a separate complaint (*e.g.*, a small claims complaint) against the defendant(s), at a later date.
- CERTIFIED U.S. MAIL.** An additional fee of **\$20.00 per defendant** is required. A court clerk will send the Complaint, Summons, and any accompanying documents to the defendant(s) at the above address(es) by certified U.S. mail. If the certified U.S. mail is returned to the Court by the post office with a postmark of **“refused” or “unclaimed”**, then the clerk will resend the Complaint, Summons, and any accompanying documents to the defendant(s) by ordinary U.S. mail (certificate of mailing). If the certified U.S. mail is returned to the Court by the post office with any other postmark (*e.g.*, “moved – left no forwarding address”), then you must provide the Court with a new address for the defendant(s) or otherwise provide the Court with additional instructions for service.
- PERSONAL/RESIDENCE SERVICE.** An additional fee of **\$50.00** is required. A court bailiff will make multiple attempts to perfect personal/residence service on the defendant(s) at the above address(es).

Dated this _____ day of _____, 20____.

Plaintiff(s)/Owner(s)/Landlord(s) Signature(s)

Attorney Signature

Plaintiff(s)/Owner(s)/Landlord(s) Name(s) (Please Print)

Attorney Name Attorney Reg. #

Street Address

City, State, Zip Code

Phone Number Fax Number

Email Address