

IN THE TIFFIN-FOSTORIA MUNICIPAL COURT

CASE NO: \_\_\_\_ CV \_\_\_\_

\_\_\_\_\_, PLAINTIFF(S)

-vs-

\_\_\_\_\_, DEFENDANT(S)

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**INSTRUCTIONS FOR SERVICE OF SUMMONS**

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To: Clerk, Tiffin-Fostoria Municipal Court, please issue summons upon the following defendant(s)

\_\_\_\_\_  
*Name of defendant(s)*

You are instructed to make:

Certified Mail       Ordinary Mail       Personal Service       Residence Service

At the following address listed below:

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

Special Instructions for server:

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

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

Signed \_\_\_\_\_  
Signature of Requesting Party