

**CLERMONT COUNTY MUNICIPAL COURT
4430 State Route 222
BATAVIA, OH 45103**

Case Number _____

Plaintiff

**REQUEST AND INSTRUCTIONS FOR
ORDINARY MAIL SERVICE**

VS

Defendant

IF SERVICE OF PROCESS BY CERTIFIED MAIL IS RETURNED BY THE POSTAL AUTHORITIES WITH AN ENDORSEMENT OF "REFUSED" OR "UNCLAIMED" AND IF THE CERTIFICATE OF MAILING CAN BE DEEMED COMPLETE NOT LESS THAN FIVE (5) DAYS BEFORE ANY SCHEDULED HEARING, THE UNDERSIGNED WAIVES NOTICE OF THE FAILURE OF SERVICE BY THE CLERK AND REQUESTS ORDINARY MAIL SERVICE IN ACCORDANCE WITH CIVIL RULE 4.6 (C) OR (D) AND CIVIL RULE 4.6 (E).

DATE _____

(PRINT NAME HERE)

(SIGNATURE)

(SUPREME COURT REGISTRATION NUMBER)