

**COURT OF COMMON PLEAS  
SANDUSKY COUNTY, OHIO  
JUVENILE DIVISION**

In the Matter of:

\_\_\_\_\_  
Child's Name

I.D. No.  
Case No.

**PRAECIPE FOR SERVICE**

Issue summons to:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Serve the following documents:

Summons       Complaint/Motion       Hearing Notice       Judgment Entry

Other: \_\_\_\_\_

Send service by:

Certified Mail, Return Receipt Requested.

Sandusky County Sheriff/\_\_\_\_\_ County Sheriff by:

Personal Service       Residential Service

**\*\*Note\*\*** You may be responsible for the Sheriff fees.

Other (specify) \_\_\_\_\_

Special Instructions to the clerk: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number