

**PORTSMOUTH MUNICIPAL COURT
728 Second Street
Portsmouth, Ohio 45662**

Case Number: _____

Plaintiff(s) _____

Defendant(s) _____

Address _____
(Street and Number)

Address _____
(Street and Number)

(City, Village or Township)

(City, Village or Township)

(State and Zip Code)

(State and Zip Code)

INSTRUCTIONS FOR SERVICE

Please issue summons and a copy of the complaint to the plaintiff(s) or the defendant(s) at the address listed above by the following means:

_____ **Bailiff Service (\$20.00 filing fee)**

_____ **Sheriff Service (Pay fee directly to Sheriff's Office)**

_____ **Certified Mail Service (no additional filing fee for first defendant, \$10.00 filing fee for each additional defendant or address thereafter)**

_____ **Certificate of Mailing (to be issued only if certified mail comes back unclaimed or refused)**

Plaintiff(s)/Defendant(s)