



CUYAHOGA COUNTY COURT OF COMMON PLEAS DIVISION OF DOMESTIC RELATIONS

RE-SERVING COURT DOCUMENTS

Cases cannot be set for hearing until court documents are served on the person on the other side of your case. (See Ohio Civil Rule 4)

WHAT IS SERVICE?

Official delivery of a legal document to the person on the other side of your case.

HOW DO I RE-SERVE COURT DOCUMENTS?

Options offered by Civil Rule 4

- **Unclaimed or Refused:** If certified mail attempt returned as unclaimed or refused, then you may re-serve using ordinary mail. You must use the SAME address used for the certified mail attempt.
- **Other reason for return:** If certified mail attempt returned for ANY OTHER REASON other than unclaimed or refused, then you may re-serve using certified mail to the same address or a new address.

Divorce & Legal Separation Cases

- Step #1: Complete NEW Instructions for Service form (see attached)
- Select the type of service to use
 - Include the name of person to serve and the address to use
- Step #2: Attach the following documents to the Instructions for Service:
- Copy of Complaint for Divorce or Legal Separation
 - Copy of Mutual Restraining Order (issued at the time of filing & signed by all judges)
 - Copy of Mandatory Disclosure Order (issued at the time of filing & signed by all judges)
- Step #3: File the new Instructions for Service and above indicated documents with the Clerk of Court (see Filing Options on Court's website)

All other cases:

- Step #1: Complete NEW Instructions for Service form (see attached)
- Select the type of service to use
 - Include the name of person to serve and the address to use
- Step #2: Attach a copy of the original motion or pleading with any attachments filed that were returned for lack of service
- Step #3: File the new Instructions for Service and above indicated documents with the Clerk of Court (see Filing Options on Court's website)

Check service updates for your case on the Clerk of Court Docket Service page.

<http://cpdocket.cp.cuyahogacounty.us>

Service on an inmate requires inmate number. Service on person outside of U.S. requires special instructions. To get legal advice from an attorney, contact: CMBA Lawyer Referral Service (216) 696-3532