

**PROBATE COURT OF DELAWARE COUNTY, OHIO  
DAVID A. HEJMANOWSKI, JUDGE**

**IN THE MATTER OF:** \_\_\_\_\_

**CASE NO.** \_\_\_\_\_

**REQUEST FOR ISSUANCE OF SUMMONS IN CIVIL ACTION  
OR NOTICE**

(Civil Rules 4 through 4.6 and Loc. R. 57.8)

**REQUESTOR'S INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Supreme Court Attorney Registration Number

**TO THE JUDGE AND EX-OFFICIO CLERK OF PROBATE COURT:**

**FOR ISSUANCE OF SUMMONS:** (see reverse for service of notice)

**ALL DEFENDANTS ARE TO BE SERVED BY CERTIFIED MAIL  
EXCEPT AS REQUESTED BELOW:**

**WAIVERS WILL BE OBTAINED FROM THE FOLLOWING:**

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

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

By **PERSONAL** service  By **RESIDENCE** service  
(must indicate which type and on which party)

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

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

By **PUBLICATION**  
The language for publication must be attached  
(Additional costs deposit required)

Civil Rules 4.4 and 73(C) require that if any address is unknown then publication be made once each week for six consecutive weeks. If publication is required, attach Affidavit pursuant to Civil Rule 4.4

CASE NO. \_\_\_\_\_

**FOR SERVICE OF NOTICE:** (see reverse for service of summons)

<b>THE FOLLOWING PERSONS ARE TO BE SERVED WITH NOTICE OF _____</b>
--

**Name:**

**Address:**

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach continuation page if needed

A copy of the following should *accompany* the Notice:

\_\_\_\_\_

\_\_\_\_\_  
**Requestor**

Typed/printed name of Requestor:  
\_\_\_\_\_