

**HAMILTON COUNTY MUNICIPAL COURT CIVIL DIVISION  
CINCINNATI, OHIO**

**SERVICE NOTIFICATION FORM**

**Notice to all E-filers:** When electronically filing any new or existing suit where you are asking the clerk to provide **service**, a copy of this notification form must be submitted with each filing. You must list the defendant's name and the type of service requested upon each defendant. Any special instructions for service must be explained in full on this form. Service Types Consist of Certified Mail, Personal/Residence, Restricted, and Registered.

<b>Defendant(s)</b>	<b>Service Type</b>	<b>Ordinary Mail Waiver</b>	
		<small>(Only applicable with Certified Mail Service)</small>	
_____	_____	/ ___ / <b>Yes</b>	/ ___ / <b>No</b>
_____	_____	/ ___ / <b>Yes</b>	/ ___ / <b>No</b>
_____	_____	/ ___ / <b>Yes</b>	/ ___ / <b>No</b>
_____	_____	/ ___ / <b>Yes</b>	/ ___ / <b>No</b>
_____	_____	/ ___ / <b>Yes</b>	/ ___ / <b>No</b>

**Special service instructions:**