

**NOTICE OF A LAWSUIT AND REQUEST TO WAIVE SERVICE OF SUMMONS  
COURT OF COMMON PLEAS  
HAMILTON COUNTY, OHIO**

\_\_\_\_\_

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

JUDGE: \_\_\_\_\_

-vs-

\_\_\_\_\_

To \_\_\_\_\_ :

**WHY ARE YOU GETTING THIS?**

A lawsuit has been filed against you, or the entity you represent, in the Hamilton County Court of Common Pleas under the number shown above. A copy of the complaint is attached.

This is not a summons, or an official notice from the court. It is a request that, to avoid expenses, you waive formal service of a summons by signing and returning the enclosed waiver. Ohio Rule of Civil Procedure 4.7 indicates that for civil cases, not involving domestic relations matters or civil protection order matters, parties may file a waiver of service.

To avoid these possible expenses associated with service, you must return the signed waiver within \_\_\_\_\_ days from the date this form was sent (see next page). By rule, this must be a period of at least 28 days. Two copies of the waiver form are enclosed, along with a stamped, self-addressed envelope or other prepaid means for returning one copy. You may keep the other copy.

**WHAT HAPPENS NEXT?**

If you return the signed waiver, I will file it with the court. The action will then proceed as if you had been served on the date the waiver is filed, but no summons will be served on you and you will have 60 days from the date this notice is sent (see the date on next page) to answer the complaint (or 90 days if this notice is sent to you outside the United States).

If you do not return the signed waiver within the time indicated, I will arrange to have the summons and complaint served on you. And I will ask the court to require you, or the entity you represent, to pay the expenses of making service.

Please read the enclosed statement about the duty to avoid unnecessary expenses.

I certify that this request is being sent to you on the following date:

Date: \_\_\_\_\_

Name of party requesting waiver of service of summons: \_\_\_\_\_

Individual issuing this request on behalf of that party:

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

E-mail address: \_\_\_\_\_

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

If being requested by an attorney, please also provide:

Ohio Bar License Number: \_\_\_\_\_