

**FRANKLIN COUNTY MUNICIPAL COURT**      **CASE NO:** \_\_\_\_\_

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**INSTRUCTIONS FOR SERVICE OF SUMMONS**

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To: Clerk, Franklin County Municipal Court, please issue summons for:

Personal Service       Residence Service       Certified Mail       Ordinary Mail

Other: \_\_\_\_\_

On the defendant(s) as listed below, in the instructions to server.

DATE: \_\_\_\_\_      (Signed) \_\_\_\_\_  
Signature of Requesting Party

To: \_\_\_\_\_ (Server)

You are instructed to make:

Personal Service       Residence Service       Certified Mail       Ordinary Mail

Upon the following defendant(s) and at the address(s) listed below:

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Special instructions for server:

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