

**PORTSMOUTH MUNICIPAL COURT
728 Second Street
Portsmouth, Ohio 45662**

Case Number: _____

Plaintiff(s) _____

Defendant(s) _____

Address _____
(Street and Number)

Address _____
(Street and Number)

(City, Village or Township)

(City, Village or Township)

(State and Zip Code)

(State and Zip Code)

INSTRUCTIONS FOR SERVICE

Certificate of mailing is issued by the Clerk of Courts office automatically.

In addition please issue summons and complaint inforcible entry and detainer to the defendant(s) by one or more of the following means:

_____ **Bailiff Service (no additional fee)**

_____ **Sheriff Service(Pay fee directly to Sheriff's Office)**

_____ **Certified Mail Service (no additional fee)**

Plaintiff(s)