



GREENE COUNTY CLERK OF COURTS
AJ WILLIAMS, CLERK

INSTRUCTIONS FOR SERVICE

To: The Greene County Clerk of Courts

Case: _____

You are instructed to make service by:

____ PERSONAL

____ CERTIFIED MAIL

____ REGULAR MAIL

____ SHERIFF SERVICE

(\$50.00 DEPOSIT COVERS 3 ATTEMPTS
PER INDIVIDUAL)

More than 3 attempts for service will
require an additional deposit.

Name: _____

Address: _____

Special Instructions: _____

Attorney/Pro se: _____

Greene County Courthouse
45 N. Detroit Street
Xenia, OH 45385
Phone 937-562-5290
Fax 937-562-5309